

FISHER

JUNIOR COLLEGE





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Merchandising

Visitors

The college welcomes visitors throughout the year. The administrative offices are open from 8:30 a.m. to 5 p.m. Monday through Friday and from 9 to 12 noon on Saturday. Appointments should be made with the Admissions Office, 118 Beacon St., phone area code (617) 262-3240.

Located in Boston's Back Bay, Fisher Junior College prepares young women for successful participation in today's rapidly changing times.

Accreditation

Board of Regents of Higher
Education of the Commonwealth
of Massachusetts
New England Association of
Schools and Colleges Inc.,
American Association of Medical
Assistants of the American
Medical Association (AMA)

Catalogue

This catalogue is an official publication of the College. It is subject to revision and change at any time. It is the policy of the College to reserve the right to add, withdraw, or revise any course, program of study, provision, or requirement described herein.

Cover photo by
Harry Werlin

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Fisher Junior College

118 Beacon Street, Boston, Mass. 02116

September, 1982, Vol. 31, No. 1

Fisher Junior College Bulletin published 6
times a year. (USPS 199-160)

September twice, January twice, July twice.

Second class postage paid at Boston,
Massachusetts 02116

Fisher students Lydia, Cathi, and Sheryl enjoy the varied sights and sounds of world famous Quincy Market, within walking distance of the college.



Selecting a College

Selecting a college can be an exciting adventure for you because it involves exploration, new experiences, and fresh personalities.

Even though at times you may become a bit confused and frustrated, eventually one college will emerge that seems to meet your specific needs and expectations. Undoubtedly in your search you will have many questions that need answers and many ideas that need clarification. The Fisher catalogue is designed to answer these questions and clarify these ideas.



Fisher's "other campus," beautiful Boston, offers a cultural and historical heritage unmatched in the United States.



What Do You Expect From College?

It is normal for you that you have your own personal set of expectations about college such as fun and excitement, being on your own, acquiring new knowledges and skills, preparing for a good job or for senior college. Fisher believes that you and Fisher together can make these expectations become realities.

Why a Women's College?

The entire atmosphere at Fisher is one of sensitivity to the emerging role of women in high level careers. Instructors are aware of and responsive to your growing needs and aspirations. Here you have, both in class and in out-of-class activities, many opportunities to exercise leadership, to organize, to direct, and to make individual judgments and decisions. In a larger coeducational institution you may find that such chances to develop your potential abilities are less available.

Why Choose a Private Two-Year College Like Fisher?

A private college such as Fisher provides the small classes, personalized attention, and intimate relationships that are so critical in the learning processes. The warm and friendly environment that is a Fisher trademark makes learning an exciting and enjoyable experience.





What Is the Importance of Regional Accreditation?

Accreditation by the regional accrediting association insures the student of two things — that her credits, where parallel, will be accepted by other regionally accredited colleges throughout the nation, and that she will receive an education in a college that has passed a rigorous inspection by its peers.

Why an Interview at the College?

The remainder of this catalogue is intended to provide basic information about Fisher Junior College and its programs of study. We realize that no catalogue can adequately capture the personality of a college, nor can it answer all your questions. By visiting the college and meeting the students, faculty, and administration, you will be able to discover first hand how Fisher fits into your future plans.

What Is the Advantage in Attending a Two Year College?

Students in increasing numbers are choosing to attend two year colleges like Fisher. A two year college gives you the opportunity to develop marketable skills quickly. At the end of two years, you can either choose to enter the job market and take advantage of Fisher's outstanding placement program (98% effective!), or transfer.

If you like the idea of having more than one option open to you, Fisher may be the ideal college for you!



Fisher is located in the most beautiful area of Boston, the "Student Capital" of the Northeast.



What are the most asked questions?

1. How much emphasis does the Admissions Committee put on my high school grades?

Each student is evaluated independently and the Admissions Committee is always looking for positive factors when evaluating your credentials.

Your high school record is the most important document considered by the Admissions Committee. If you have been a B– or better student through most of your high school career, your chances of being accepted are excellent. If your grades have shown steady improvement and you are now achieving some B grades or better, your chances of being accepted are very promising.

If you have been a C or C+ student and have a solid recommendation from your guidance counselor, you have a very good chance of being accepted.

In those instances where the Committee feels that your academic record does not reflect your true ability, you may be requested to interview with our Director of Admissions to ascertain your ability to do college work.

In each instance, the emphasis is placed upon the positive aspects of your academic record and

personality traits. Just as you hope to be accepted for admission, the College hopes it will find you to be the type of student who will profit from a Fisher education.

2. Do I need to take SAT's?

The Scholastic Aptitude Test is not required for admissions. The results of these tests are used for counseling purposes. However, if you plan to transfer after your associate degree, you definitely should take the SAT exam.

3. What types of courses do I have to take in high school?

Students enter Fisher from both a college preparatory and a business curriculum in high school. You will not be penalized because of your high school course selection.

To accommodate this variety in academic backgrounds, the College offers different levels of shorthand, typewriting, Spanish, and French. Students are tested during orientation and placed in a course that is neither too difficult nor too simple. This insures optimum skill development in a challenging but not frustrating environment.

4. Do you have financial aid?

Yes. The College participates in every major federal and state program of student financial assistance. Moreover, there are numerous scholarships available to needy and deserving students.

It is important that you apply for financial aid before February 15 to qualify for the first round of awards. Our Financial Aid Office stands ready to assist you in this important part of your college planning.

5. What kind of rules do you have such as dress codes and curfews?

Fisher advocates a role of concern without meddling. The College feels that by this time in your life you should have developed a code of behavior and any effort on our part to change it dramatically one way or the other would be both difficult and inappropriate. At the same time, we are firmly convinced that the rights of your fellow students must be guarded and upheld. Finally, we feel that by now you should have a good idea as to what is proper and improper behavior.

Therefore, we do not have a dress code, but assume you will know when it is appropriate to be dressed up. Likewise, we do not have a curfew, but assume that you

MISSION STATEMENT

will be able to avoid burning the candle at both ends. But, we do feel strongly enough that we will intervene if your conduct becomes improper, hazardous, or infringes upon the rights of others. Moreover, the College takes a firm stand against drug and alcohol usage in compliance with the laws of the Commonwealth of Massachusetts.

6. Tell me about the social life at Fisher.

You will find enough variety within the student body of Fisher Junior College to establish a social life that meets your needs and expectations. The dormitories provide solidarity and warmth so that friendships develop quickly. An on-campus schedule of mixers, movies, cultural events, ski trips, and other activities should enhance your social life.

The social life at Fisher is more than the campus. Our "other campus" is Boston which offers a cultural and historical heritage unmatched in the United States. Moreover, there is the opportunity to meet and know students at other colleges and universities. There are close to a quarter of a million college students in the greater Boston area, truly the "student capital" of the Northeast.

The Mission of Fisher Junior College

The mission of Fisher Junior College is to promote lifelong learning through academic programs offered to high school graduates. As one learns, one's self-confidence increases. With increased self-confidence new goals are adopted by the individual who then rises to new challenges. A Fisher education builds self-confidence on many levels.

Intellectually, a Fisher student is expected to master college level academic skills and knowledge at high standards set by faculty members. Fisher faculty are always available to provide assistance and academic counseling to any Fisher student. At Fisher, it is recognized



Dr. Richard A. Boudreau, President

that students arrive with a variety of academic experiences and backgrounds. Every effort is made by faculty members to integrate those experiences with the requirements of Fisher's academic work.

A Fisher student is encouraged to become an active participant in the Fisher community and to respect the rights and contributions of other members of the community. It is believed these developmental experiences, begun in college, will continue throughout one's lifetime.

Historically, Fisher graduates have been recognized by employers as well-trained, highly motivated, and competent performers. Fisher graduates are committed to professionalism. Professionalism requires both an understanding of and a commitment to shared expectations of performance. To this end, course requirements and faculty expectations are explained initially and measured throughout the college experience.

Fisher students are encouraged to develop a self-respect for the output of one's labor, in the home, in the classroom, and in the place of their employment. A commitment to high academic standards, social responsibility, and professionalism characterize the mission of Fisher Junior College.

History

Fisher Junior College was founded in 1903. In the early years vocational preparation was emphasized. While such preparation was sufficient in the first few decades, it became increasingly evident that education should be much broader and curriculum plans and objectives grew and developed continuously. In 1952, Fisher was approved as a junior college by the Board of Higher Education of the Commonwealth of Massachusetts. In 1957, it was given degree-granting powers. In 1970, Fisher was granted membership in the New England Association of Schools and Colleges with full accreditation.

In 1975, the Division of Continuing Education was established to service the adult population in the immediate Boston area. This division has now expanded to serve 33 other communities in Massachusetts, and also offers courses on the weekend, in Boston.

The College

Close to six hundred young women comprise the student body of Fisher Junior College. These students come from all parts of the country and several foreign countries. Three hundred live in residence; the balance commute from Boston's outlying suburbs.

The proximity of the college to the many points of interest for which Boston is famous is attractive to Fisher students. The classroom buildings and three dormitories overlook the Charles River and its beautiful esplanade. Because of this unusual location, Fisher students enjoy the unique experience of living and studying in the exciting and stimulating atmosphere of a city famed for its cultural opportunities. They also enjoy participating in a variety of recreational activities seldom found in other large cities.

Within walking distance of the college one may find the finest in drama, art and music. Culture takes many forms. It is difficult to explain why the nearness of fine music and great art helps a student become better at whatever she is trying to do. Perhaps it is a different perspective on time; perhaps it is the continual reminder of the pursuit of excellence.

Schools draw sustenance from one another. In Boston there are countless schools and colleges. At the great universities close by, there are plays, lectures, films and concerts where the Fisher student is welcome. By participating in these activities she gains intellectual stimulation, has fun, and meets interesting people. Such universities include: Harvard, Massachusetts Institute of Technology, Northeastern University, Boston University, Brandeis University, and Boston College, to mention a few.

Location

Excellent transportation facilities link the college to the center of Boston and to the surrounding communities. Subway connections are available at Arlington Street and Charles Street stations. The Boston Greyhound terminal serving both commuter and inter-state transportation is five blocks from the College. Boston's International Logan Airport is only fifteen minutes by taxi from the college. This is a great convenience for those students living outside New England.

"At Fisher, You Can Expect Growth, Improvement, Enjoyment"



Buildings

Fisher Junior College occupies ten buildings in the Back Bay area of Boston. There are four administration-and-classroom buildings and six dormitories. Most of these buildings overlook the Charles River and are but a block from the Public Garden. All of the college buildings were once private residences in Boston's Back Bay. The Administration Building at 118 Beacon is of particular historical and architectural value. It has been carefully preserved to show one of the most splendid examples of classic Roman architecture in this country.

Library

The purpose of the library is to support the curriculum with sufficient reference and parallel reading material to provide intellectual stimulus for students and faculty and to encourage interest in general and recreational reading.

The library occupies the entire second floor of the main college building. Students are encouraged to use the library facilities extensively for undirected study and enjoyment.

For additional research, the faculty and students are

encouraged to avail themselves of the extensive facilities at the Boston Public Library which is located within easy walking distance of the college.

Business Resource Center

The Audio Visual Tutorial System (AVT) for individualized instruction is the focal point of Fisher's "state of the art" Business Resource Center. The AVT learning system enables students to master each topic in skill subjects such as typewriting and shorthand before moving on to the next level. The emphasis on personalized instruction allows you to repeat certain information that was not easily understood initially. The use of a slide/tape medium with modern equipment makes learning more interesting for you and encourages your instructors to develop creative ways of working with you on a one-to-one basis.



Information Processing Center

Fisher Junior College remains the leader in business education with the development of an Information Processing Center. The center is equipped with the Wang Integrated Information System (I.I.S.).

Information Processing, or I.P. for short, is a major breakthrough in office technology.

Since the introduction of computers to the office, one system was necessary to process words— *Word Processing*, and another system to process numbers— *Data Processing*. *Information Processing* combines these areas into a single system.

By being able to take Word Processing, Data Processing and Computer Science courses, the Fisher student will be on the "cutting edge" of modern office and business technology.



Student Life

Social and Recreational Programs

The social and extracurricular activities are an integral part of any college education. Because of our location Fisher is able to offer activities for almost any individual interest.

Students are encouraged to initiate the type of activities in which they wish to participate. With assistance from the faculty and administration they plan many of the activities, thereby gaining experience in organization and planning.

The activities listed below are conducted by Fisher Junior College. These are but a few of the many opportunities that exist within the College and do not include the almost unlimited opportunities available within the Greater Boston area.

Student Activities

The Charles Viewer This publication features the original work of students and is published by a staff of freshmen and seniors. It is the students' responsibility to prepare, edit, proofread, and arrange for publication with the assistance of a faculty advisor.

The Beacon The college yearbook is published by a staff of seniors and freshmen. This activity is a challenge to the student who wishes to produce in pictorial form a true image of her two years at Fisher not only for herself and her classmates, but for the general public.

Clubs

Drama Club Through this organization a young woman has a chance to read and attend plays, as well as assist in producing theatrical productions. This club works with the Glee Club in the Parent's Weekend production.

Fashion Club The Fashion Club seeks to actively explore Boston area apparel and textile resources through field trips and guest speakers.

Travel Club The Travel Club offers its members an opportunity to learn about tourism and people from other cultures. An effort is made to invite guests from other parts of the world to meetings, and an emphasis is placed on the pleasurable aspects of travel. The *Travel Club* is open to all students regardless of their major.

Volunteer Service Club The club undertakes to help the student become involved in some of the volunteer programs that seek to meet special needs of persons or groups in the Boston area. These activities and services might include working in a settlement house with young children who have handicaps, tutoring, or volunteer work in any of the nearby hospitals. Any student may become involved in this program.

Commuter's Club This group of commuting students meets for cultural, social, or recreational activity in and around Boston.

Boston Association of Legal Students: Fisher Junior College Chapter This group meets monthly with the Boston Association for instruction in legal procedures and discussion of legal issues.

Future Secretaries Association The Fisher Junior College Chapter is sponsored by the National Secretaries Association, and stimulates interest in the secretarial profession outside the classroom. Monthly activities, including guest speakers, panel discussions, and field trips to area businesses, are some ways members experience with pleasure the realities of the business world.

Student Organizations

Class Organizations The Freshman and Senior classes elect their class officers and plan certain events during the school year. A monthly class meeting is held.

Student Senate The Student Senate Officers and representatives are elected by the student body. This group promotes the general welfare in interest of all students and acts as a liaison between student, faculty, and administration. The Senate works with the Director of Student Services in the planning of all student activities. It assists in orientation, social relations, and makes recommendations to the administration.

Alumni Association

The Alumni Association is governed by the Alumni Council which is comprised of its elected officers

and representative members of graduating classes or groups of graduating classes as selected by officers of the Council.

Among its various activities, the Alumni Association annually awards a scholarship to a student returning to the College for her second year of full time degree work. Details of this scholarship award are available through the office of the Vice President for Administration and Alumni Affairs.

Convocations

Convocations are planned to support and be an integral part of the total educational objectives of the College. Generally they are held monthly for the entire student body. Some are cultural in content such as musical ensembles, folk singers, choral groups. Many are informative with lectures by economists, scientists, and men and women active in public affairs and current issues.

Spring Tour

The spring tour offered by Fisher Junior College differs from year to year, and is dependent on the interest of the students. In the past the group has visited such countries as England, Holland, Portugal, Switzerland, Italy, Brazil, the Bahamas, and the Island of Bermuda.

Spiritual Life

Fisher is a nondenominational college. It encourages young people of every faith to continue a close relationship with the church of their choice. The College is fortunate in its nearness to outstanding churches of all denominations. Located within a few minutes walk from the College are such churches as Old South Church (Congregational); Trinity Church (Episcopal); Temple Israel (Jewish); Tremont Temple (Baptist); Paulist Chapel (Catholic); and many others.

"The dormitories at Fisher provide solidarity and warmth so that friendships develop quickly"



Dormitory Living

The Fisher dormitories, formerly private residences, are completely modernized, yet still maintain the charm of gracious living.

Three of the residence halls are located on the river side of Beacon Street, thus affording a view of the Charles River and the Hatch Memorial Shell where the Boston Symphony Pops Concerts are held during the summer. The fourth dormitory is across the street from the administration building and houses the college dining hall. Meals are served seven days a week.

The rooms in each house accommodate from one to four students. Each room is uniform in equipment. All have beds, bureaus, desks and chairs. Students furnish their own bed linen, spreads, lamps, drapes and rugs. An automatic washing machine and a dryer are available in each residence for the student's linen and personal laundry.

Before investing in furnishings for her room, it is suggested that the student wait until she arrives at college for she will enjoy planning and shopping for these items with her roommates during

the early days of her college living. Reflecting her taste and that of her roommates, a most attractive room will be achieved at a minimum cost. In this environment a student will spend many of her memorable hours.

Each dormitory operates on a self-government plan. The residents elect a social committee to plan social activities, while resident assistants work to achieve cooperation and consideration among the residents, and to act as a judiciary committee. Each dormitory is supervised by a resident director.

Parents may feel assured that every reasonable safeguard is taken in the interest of their daughter and that her welfare is considered at all times.

Residence Halls

Robert Smith Hall, 104 Beacon Street, was made possible through the generous bequest of the late Robert and Minna Smith of Wellesley, Mass.

Florence Hall, 112 Beacon Street, is adjacent to the Administration Building and is named for the wife of Myron C. Fisher, Sr., one of the co-founders of the college.

Edmund Hall, 114 Beacon Street, twin to 112 Beacon Street, is named for Edmund H. Fisher, another co-founder of the college.

Each of the above residence halls accommodates between 30 and 50 young women.

Sarah Mortimer Hall, 102 Beacon Street, is named for the wife of Edmund H. Fisher, one of the co-founders of the college. It is a seven story building housing approximately 70 students.

Carty Hall, 133 Beacon Street, is named for Joseph J. Carty, past student, instructor, treasurer, and trustee of the college. It is a five story building housing approximately 50 students and the resident students' dining hall.

Commonwealth, 255 Commonwealth Ave., is a 5 story town house in the Fisher tradition housing 44 students. Approx. a 10 minute walk from Beacon Street.

Student Services

Student services provide the resources to which the student may turn when she needs assistance. Counseling begins with the student's contact with the Admissions Office and continues throughout her association with the College.

Career Counseling and Placement

All students will find this department useful if they seek employment at the conclusion of their program of study. Offered as a free, life-time service, the Placement Office will provide assistance in interview techniques and in identifying career opportunities. Although the majority of our students seek placement in the Greater Boston Area, this office will gladly assist those desiring placement in other cities. Hospitals, clinics, educational organizations, social agencies, legal firms, publishing houses, physicians offices, and many other organizations offer attractive opportunities to the Fisher graduate. Over the past six years the placement record of the College has been 98% effective.

Transfer Counseling and Placement

Every student enrolled at Fisher Junior College is eligible to transfer. Complete files of four-year colleges and universities are maintained in the Registrar's Office. Students are urged to talk with the Registrar and study the catalogs. Because Fisher is accredited by the New England Association of Schools and Colleges, Inc., graduates find that the transfer process is a smooth one.



Fisher graduates continue their education at a variety of colleges and universities. Graduates have transferred to 4-year colleges such as:

Alabama, University of
American International College
American University
Annhurst College
Arizona State
Arizona, University of
Babson College
Barrington College
Bentley College
Boston College
Boston University
Brandeis University
Bridgeport, University of
Central Connecticut State
Clark University
Colorado College
Colorado, University of
Connecticut, University of
Curry College
Emerson College
Fairleigh Dickinson University
Florida, University of
Georgetown University
Hartford, University of
Hunter College
Lesley College
Louisiana State
Maine, University of
Maryland, University of
Massachusetts, University of – Amherst
and Boston
Merrimack College
Monmouth College
Mount Saint Mary College
New England College
New Hampshire, University of
New Mexico, University of
New York University
Northeastern University
Pace College
Pennsylvania State University

Plymouth State College
 C.W. Post College
 Purdue University
 Regis College
 Rider College
 Rochester Institute of Technology
 Simmons College
 Skidmore College
 Smith College
 Suffolk University
 Temple University
 Western New England College
 Wheelock College
Connecticut State Colleges
Massachusetts State Colleges
State Universities of New York

Personal Counseling In the interest of the student's total well-being the college provides a wide variety of counseling services. An experienced counselor to whom all students may go for counseling is available. The Registrar discusses problems regarding transfer. The College Nurse is available to assist the students in problems relating to health. The Director of Student Services welcomes all students at any time to discuss personal and dormitory problems with her. Resident students are urged to talk with their own resident directors regarding dormitory and social problems.

Academic Counseling The Academic Dean is prepared to advise and counsel students concerning their academic program and standing.

Each student has a faculty advisor assigned to her who takes a personal interest in her academic progress. A student should feel free to consult her advisor as necessary.



Fisher Junior College attempts to individualize the educational process by meeting the needs of students entering college with varying levels of academic preparation.

Health The health of the students is of primary importance. Accepted students are required to submit a health certificate which is kept on file in the clinic.

A registered nurse maintains Health Clinic hours Monday through Friday and the college physician is on campus three mornings a week. The Health Clinic is available to both commuting and resident students. Since the College is located a short distance from the finest hospitals in the world, students are not kept overnight in the clinic. The College reserves the right after consultation with the college physician to refer the resident student to one of these hospitals. Parents may be requested to call for their daughter if she prefers to go home rather than to the hospital.

Students are covered by a student accident and health insurance plan (included in their comprehensive fee paid at the first of the year). A bulletin explaining the insurance plan will be sent to all parents.

Your first contact with Fisher Junior College is likely to come by meeting a member of the admissions staff.

Admissions at Fisher is a personalized experience. We stand ready to be of assistance in answering any questions related to your future educational and career plans.



Admissions Counselor Lisa Caruso, Assistant Directors Sandy Robbins and Julie McKenney, and Peter Burke, Director of Admissions.

Admissions

Requirements for Admission

General The admissions process at Fisher Junior College is one that should be approached with optimism. The College advocates an admissions policy that accentuates positive attributes in a student's record rather than concentrating upon shortcomings.

Applications of prospective students are evaluated on the basis of character and promise of achievement in a program of studies leading to a certificate or a degree of Associate in Arts or Associate in Science. High school grades and other pertinent information are used to support the applicant's desire to enroll at Fisher Junior College.

Applicants should be high school seniors, high school graduates, or successful recipients of the General Equivalency Diploma (G.E.D.). Students who do not meet these requirements, but present evidence of the potential to perform successfully in collegiate-level instruction will be given consideration. However, a high school diploma or equivalency certificate must be held prior to the awarding of a

Fisher Junior College associate degree. Over the past four years the College has accepted for enrollment over 80% of its applicants for admission.

Application

After completing the Application for Admission, the candidate should request her preparatory or high school to send a transcript of her record to the Admissions Office.

A personal interview at the College is recommended. Since no application fee is required, we would prefer you use the money saved to visit the College.

Foreign students must present evidence of ability to use the English language in speaking, reading comprehension and writing. Information may be obtained by writing to Test of English as a Foreign Language, Educational Testing Service, Box 899, Princeton, New Jersey 08540.

Fisher Junior College supports the efforts of secondary school officials and governing bodies to have their school achieve regional accredited status to provide reliable assurance of the quality of the educational preparation of its applicants for admission.

Acceptance

A "Rolling Admissions Program" enables the College to take action as soon as the student's credentials are received and reviewed by the Admissions Committee. This action is based on the student's record through the junior year and is contingent upon the maintenance of a satisfactory record in the senior year.

Applications are acted upon as soon as a complete file of credentials has been received for any one individual. The applicant is notified immediately regarding the decision of the Admissions Committee. This procedure usually requires two to four weeks from the time that the application is received in the Admissions Office.

A dormitory room selection form is mailed when a resident applicant has completed the admissions process and has been accepted.

The health certificate, which is mailed to the applicant, must be filled out by a registered physician and returned to the Director of Student Services by August 15.

**FISHER
JUNIOR
COLLEGE**



FISHER JUNIOR COLLEGE

118 Beacon Street
Boston, MA 02116
(617) 262-3240

APPLICATION FOR ADMISSION

For September 19____

NO APPLICATION FEE REQUIRED

I hereby apply for enrollment in Fisher Junior College, in accordance with the information given on this application form and the regulations in the Fisher catalog. (Fisher Junior College does not require an application fee. The college hopes that you will use that money for a campus visit.)

(Please print or type)

Applicant's name _____
First Middle Last

(Name you prefer to be called: _____ Social Security # _____ - _____ - _____)

Street Address: _____ Telephone (Area code + Number) _____ + _____

City: _____ State: _____ Zip Code: _____

Date of birth: _____ Citizenship: ☐ U.S. ☐ Other (Specify) _____

☐ Mr. & Mrs.

Country of Birth _____

☐ Mr.

Parent's or guardian's name ☐ Mrs. _____
First Middle Last

Address: ☐ Same as above ☐ Other Street: _____

City: _____ State: _____ Zip Code: _____

Father's Occupation: _____ Mother's Occupation: _____

High School(s) Attended: _____ Dates of Attendance _____

(School)

(Street)

(City)

(State)

(Zip)

Dates of Attendance _____

(School)

(Street)

(City)

(State)

(Zip)

Please complete reverse side.

Year of graduation from high school _____

Name of High School Guidance Counselor (if known) _____

Please have your Guidance Counselor forward your transcript to Fisher as soon as possible.

College(s) Attended:

(College) (City) (State) (Dates of Attendance)

Please have transcript from college(s) attended sent to Fisher.

CHECK PROGRAM DESIRED

DEGREE PROGRAMS:

- ☐ Accounting
- ☐ Business Administration
- ☐ Business Computer Programming
- ☐ Business Assistant
- ☐ Travel and Tourism Administration
- ☐ Fashion Merchandising

- ☐ Interior Design/Retailing
- ☐ Executive Secretarial
- ☐ Legal Secretarial
- ☐ Medical Secretarial
- ☐ Social Service/Child Development

- ☐ Medical Assistant
(Pediatric Option Available)
- ☐ Liberal Arts
- ☐ Undecided

CERTIFICATE PROGRAM:

- ☐ 8 Month Secretarial
(Office Information Specialist)

Do you intend to apply for financial aid? ☐ Yes ☐ No

Check Living Arrangements desired: ☐ Own Home ☐ Dormitory

How did you first hear of Fisher? _____

BRIEF STATEMENT OF TERMS

In consideration of the acceptance by Fisher Junior College of the undersigned student, we jointly and severally accept the above terms, agree to pay the charges as set forth in the college catalogue as and when due, to comply with all the rules and regulations of the College as printed in the catalogue or otherwise prescribed, and attest that the undersigned student is in good mental and physical health.

Most of the College's expenses are of a continuing nature, such as faculty salaries and building maintenance. In order to plan and maintain these services for the entire school year, it is essential that the annual income from each student be assured. We understand, for this reason, students are enrolled only on the basis of the entire school year, and the contractor for the year of education is held responsible for the charges for the entire year. The fact that school charges may be paid in two or more installments does not constitute a fractional contract.

We hereby give permission for Fisher Junior College to use, in booklets or other promotions, any school photograph in which this applicant may appear.

To verify requests for financial assistance we agree to provide a copy of personal tax returns or any other official documentation necessary.

I hereby certify that all the information stated on this application is complete and accurate.

Date _____

(Student)

(Signature of parent or guardian)

Financial Information

Financial Aid

The financial aid programs at the college are available to all accepted applicants who show demonstrated financial need as indicated by Uniform Methodology Analysis applied to data submitted on the Financial Aid Form (FAF).

Uniform Methodology Analysis is approved by the Federal Government and evaluates such areas as parent's income and assets as well as student's income and assets. A parent contribution is estimated after reviewing the family's financial situation.

Receipt of financial aid dollars is dependent upon the student's ability to maintain satisfactory progress academically, throughout the school year.

Financial aid is applied to the student's account twice a year (fall and spring) and is refunded according to college policy stated on page 27 in accordance with federal and state regulations governing the handling of such monies.

Students must file each year for Financial Aid. Scholarships, loans or employment are not automatically renewed.

Financial Aid Packaging

The student's financial aid package is arrived at by reviewing the student's need after deducting the estimated family contribution (FAF

analysis) from the total school budget for that student. Budgets consist of such items as: tuition, fees, room and board, books and supplies, personal items and transportation. Sources of aid from federal, state and institutional funds are distributed to meet the student's need based upon current funding levels for all programs.

Procedures for Applying for Financial Aid

1. Obtain a Financial Aid Form (FAF) from your high school guidance office or the financial aid office at Fisher. Complete the entire form and mail it to College Scholarship Service before March 1, 1982 in order to insure the earliest consideration for financial aid monies.
2. Indicate on your form that you would like a copy of the analysis to be sent to Fisher and your State Scholarship program (if applicable).
3. Make sure you also apply for the Basic Educational Opportunity Grant.

Changes in financial status occurring during the year should be reported to and discussed with the Director of Financial Aid.

Sources of Financial Aid

GRANTS

Pell Grants or Basic Educational Opportunity Grant (BEOG): This is the "ground floor" of all financial aid programs and a form of grant aid which you do not pay back to the federal government. The award can range from \$200-\$1700 per year depending upon the eligibility of the applicant.

Supplemental Educational Opportunity Grant (SEOG): This grant aid may range from \$200-\$1500 and you do not repay the money to the federal government.

WORK

The Federal College Work Study (CWS) program and institutional funds provide students with on or off campus employment.

LOANS

National Direct Student Loan (NDSL): These loans are awarded through the financial aid office to students (based upon financial need) at 5% per annum interest rate.

Guaranteed Student Loans (GSL): These loans are available to students (with or without financial need) at 9% per annum interest rate. Students should apply through local banks.

SCHOLARSHIPS

Fisher Trustee Scholarship: Monies allocated by the Board of Trustees of Fisher Junior College and awarded to students demonstrating financial need.

State Scholarships: Some states have programs which allow students to use these monies at an out-of-state college. Check with high school guidance counselors for guidelines and deadlines for applications.

Any questions pertaining to financial aid should be addressed to the Financial Aid Office, Fisher Junior College, 118 Beacon St., Boston, MA. 02116.

Other Related Costs

Resident and Commuter students will average during the year \$180 for books and supplies and \$450 for clothing and recreation, etc. Resident students will average \$150 and Commuter students \$400 for transportation. Commuter students' room and board at home for the school year will average approximately \$1200.

Required Expenses

Commuter Students

Annual Tuition	\$3,950
Comprehensive Fee	250

This fee includes the cost of numerous services for which many colleges assess individual fees such as the college yearbook, activity fees, graduation costs, special events and student health insurance.

Total Annual Charge \$4,200

Resident Students

Annual Tuition	\$3,950
Room and Board (7 days per week)	3,650*
Comprehensive Fee	250
Resident Hall Deposit	50

Each student will be charged for any damage done in the College dormitories. The balance will be refunded at the close of the senior year.

Total Annual Charge \$7,900*

Payment Schedule

Fees for commuter and resident students are listed below. For part-time students, there are other rates that depend upon the extent of participation. Please consult with the Admissions or Finance Office for this cost.

Our charge for tuition and room and board is an *annual fee* and is due in payment on May 1, September 1, and December 1.

	Freshman Commuter	Freshman Resident	Senior Commuter	Senior Resident
Deposit within 15 days of acceptance (non-refundable)	\$ 100	\$ 100	\$ 0	\$ 0
May 1	800	1,300	900	1,350
September 1	1,900	3,500	1,900	3,500
Total by September 1	\$2,800	\$4,800	\$2,800	\$4,850
December 1	1,400	3,000	1,400	3,000
Total for the year	\$4,200	\$7,900	\$4,200	\$7,850

*Rooms with 3 or more occupants. \$100 additional for double room, and \$200 additional for single room (non-refundable) payable September 1.

Fisher offers a monthly payment plan, May through April with annual interest. This is the only credit or time extension offered. Please contact the Finance Office for further information by writing Finance Office, Fisher Junior College, 118 Beacon Street, Boston, MA 02116.

Foreign students must have all tuition and fees paid in full prior to commencing their education at Fisher Junior College. The payment schedule above does not apply to foreign students.

Refund Schedule

All students who terminate enrollment will be eligible for a refund. This includes voluntary withdrawal, illness, suspension, or dismissal. Students will receive refunds as per the schedule below, less the total of Fisher Scholarships, and any appropriate portion of Financial Aid.

Withdrawal Date	Refunded Share of the Total Annual Charge**
Prior to Registration	100%
Registration - Sept 30	80%
October 1-15	70%
October 16-31	60%
November 1-15	50%
November 16-30	40%
December 1-15	30%
December 16-31	20%
After December 31	-0-

**The total annual charge for purposes of refunds does not include the non-refundable deposit for entering students, the single or double room charges, or the residence hall deposit.

The withdrawal date is the date that notice *in writing* is received by the Academic Dean or postmarked if mailed.

Financial Information

The Board of Trustees reserve the right to adjust charges in accordance with changing cost of operation. Payments must be made prior to registration for classes. A student whose payments are in arrears may not be allowed to attend classes, to take examinations, have transcripts sent, or to receive grades or a degree. Most of the college's expenses are of a continuing nature, such as faculty salaries and building maintenance. In order to plan and maintain these services for the entire school year, it is essential that the annual income from each student be assured. For this reason, students are enrolled only on the basis of the entire school year, and the contractor for the year of education is held responsible for the charges for the entire year. The fact that school charges may be paid in two or more installments does not constitute a fractional contract.



Expand your Horizons, the Fisher Experience!



Academic Programs

Fisher Junior College is an accredited member of the New England Association of Schools and Colleges, Inc.

The Board of Regents of Higher Education of the Commonwealth of Massachusetts has granted to Fisher Junior College the right to confer the degrees of Associate in Science and Associate in Arts.

The Associate Degree

The programs of study are listed separately and lead to either the Associate in Science or the Associate in Arts degree. All of the programs have been designed to allow the student the opportunity to enter a career or transfer into a four-year program of study. This flexibility provides for changes in the goals of the individual student. Students with specific objectives should exercise care in choosing their program.

Certificate Program

The College offers a certificate program, the 8 month Secretarial (Office Information Specialist).



Academic Information

The Academic Year

The first semester begins in September and is completed, with examinations, prior to the holidays in December. The second semester begins in the middle of January and is completed, with examinations and graduation, early in May.

Grading System

Grade	Quality Points	
A	4.0	Excellent
A-	3.7	
B+	3.3	
B	3.0	Above Average
B-	2.7	
C+	2.3	
C	2.0	Average
C-	1.7	
D	1.0	
F	0.0	Below Average (no D+ or D- grade can be given)
		No credit. Carries Q.P.A. penalty.
*W/P	Withdrawn, Passing (prior to final examination)	
*W/F	Withdrawn, Failing (prior to final examination)	
*W	Withdrawn prior to final examination with no evaluation made.	
Inc.	Incomplete (any incomplete not removed within one month from the beginning of the following semester automatically becomes an "F").	

*W/P, W/F, and W are rendered only when a course has been dropped prior to the final semester examination. No penalty is calculated in the quality-point average for any withdrawal grade or incomplete grades.

Academic Standards

Students in Associate Degree programs at Fisher Junior College are expected to show consistent academic progress in their studies in order to attain a 1.90 cumulative quality point average by graduation.

To help gauge student progress toward that goal, the College has established certain quality point standards at key points in her academic career. These standards are:

Cumulative Credits Attempted	Cumulative Quality Point Average
15	1.60
18	1.62
30	1.70
45	1.80
60	1.90

Depending upon the division of the College, a student will receive an academic warning after attempting either 15 or 18 credit hours if her cumulative quality point average falls below the standards listed above.

While the College reserves the right to dismiss, at any time, a student whose academic performance is so low that ultimate graduation is unlikely, the normal practice will be to permit a student to continue her studies until 30 credit hours have been attempted. If, at that time, the student has not attained a 1.70 cumulative quality point average, the student will face the prospect of academic dismissal.

Class Attendance

Since the primary purpose of a college is its academic program, regular attendance at all classes, assemblies, and appointments is required of every student.

During a semester, allowed absences shall not exceed twice the number of times the class is scheduled to meet each week. Additional absences shall result in exclusion from the class and referral to the Academic Dean. Details of the College attendance policy can be found in the Student Handbook.

Degree Requirements

In order to be eligible for the Associate Degree a candidate must:

- A. Earn the number of semester credits specified in the catalog for her program.
 - B. Earn at least 50 percent of the total semester-hour credits required for the degree at Fisher Junior College.
 - C. Meet the general or liberal arts education requirement for a program as stated in the catalog.
 - D. Achieve minimum cumulative quality-point average of 1.90.
 - E. Meet specific course requirements where indicated in any program.
 - F. Receive the vote of the faculty.
- A degree will not be granted to any student who has not completed her

last two full-time semesters at Fisher Junior College.

Candidates for graduation must meet requirements both in quantity and quality of work within the time designated for the specific curriculum. Only under exceptional circumstances may a student make up credits for the degree after the normal period of attendance.

Certificate Requirements

Paragraphs A, B, E, and F are required for the certificate programs. A 1.80 cumulative quality point average is required for the awarding of a certificate.

Students are listed as freshmen the first semester and seniors the second semester.

Transfer

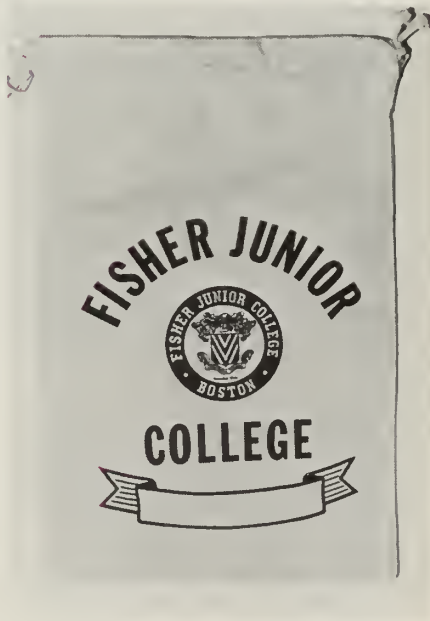
A student intending to transfer to a four-year institution is expected to maintain the quality-point average required by that institution.

The student assumes the responsibility for contacting the college of her choice, for arranging her program at Fisher Junior College in consultation with the College Transfer Counselor and for meeting the requirements of that institution. The Fisher Registrar assists the student throughout this process.

Transfer from other Institutions

A student wishing to transfer from another college to Fisher may do so, provided satisfactory credentials from the previous college are presented to the Admissions Committee.

Maximum transfer credit cannot exceed one-half of the total credits required for graduation. No transfer credit is accepted for grades less than a grade of C –



Academic Honors

Dean's List In recognition of scholastic achievement, full time students who maintain a quality point ratio of 3.3 or higher for the work of an academic semester, and who receive no failing or incomplete grades, are named to the Dean's list. This list is announced at the end of each semester.

Honor Society Nu Omega, a chapter of Phi Theta Kappa, the National Honor Society for American Junior Colleges, was established at Fisher Junior College in 1965.

To be eligible for invitation to the Society, a student must:

- 1) achieve a quality-point average of 3.5 for at least two consecutive semesters, receive no failing or incomplete grades, and be enrolled as a full-time student in an associate degree program. The 3.5 quality point average must be maintained through graduation to remain an active member.
- 2) be of good moral character and possess recognized qualities of citizenship.

Honor Graduates A student whose cumulative quality-point average over the two-year period has been 3.3 or better is a candidate for honors at graduation.

Graduation with high honors is awarded to seniors who have achieved a cumulative quality-point average of 3.7 or better for the two-year period. One year certificate graduates are eligible to receive honors at graduation.

Student Handbook

The Student Handbook, published annually, should be consulted for details governing student academic and social life.

General Information

The College reserves the right to:

- cancel a course if fewer than fifteen students enroll;
- drop any subject or substitute another in its place;
- request the withdrawal of any student whose condition of health is either inadequate for college work or likely to endanger others; postpone the externship or internship experience until the student has achieved a 2.0 cumulative quality point average in all required courses;
- dismiss at any time a student whose conduct or academic standing indicates that she is unable or unwilling to conduct herself in a manner acceptable to the College.

Neither the College nor any of its officers shall be under any liability

whatsoever for such dismissal.

Tuition and dormitory charges shall be refunded in accordance with the schedule on page 27.

The United States Immigration authorities have accepted Fisher Junior College as an institution qualified to teach foreign students on student visas.

Applications for student railway and bus tickets are available at the Reception Desk at 118 Beacon Street. College students are not eligible for student tickets issued by the Massachusetts Bay Transit Authority.

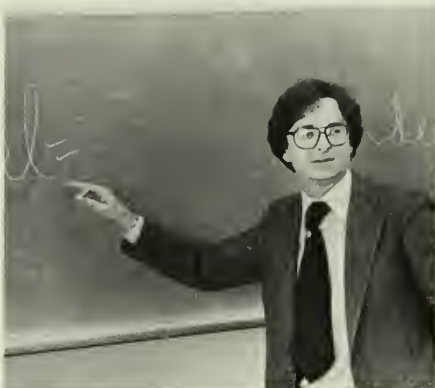
The Administration Building at 118 Beacon Street is open daily Monday through Friday from 8:30 a.m. until 5 p.m. The offices are closed on legal holidays. Classes are in session from 9 a.m. until 4:15 p.m. Monday through Friday.

The Admissions Office at 118 Beacon Street is open Monday through Friday from 8:30 a.m. until 5:00 p.m. and on Saturday mornings by appointment only from 9 a.m. until 12 noon.

During June, July and August the Admissions Office is open from 8:30 a.m. to 4:30 p.m. Monday through Friday, and is closed on Saturdays. Out-of-town visitors should arrange for appointments in advance, especially during summer months.

Beautiful Boston affords the Fisher student many options to occupy her time. Shopping, sight-seeing or simply talking to a friend are all part of the "Fisher Experience"





ASSOCIATE OF SCIENCE DEGREE

Business Administration

A two-year associate in science degree program for those interested in the field of business management. After completing the basic requirements during the first year, students will pursue a specialty in management during the second year.

The program is designed for entrance to a career upon completion of two years of study or for transfer to a senior college.

Business Administration is a promising career path for women. Opportunities for women in administrative, managerial, and executive positions are becoming increasingly available.

Graduates with a sound general education accompanied by skills in human relations, accounting and business management are in demand. Junior executive and middle management positions are available in banking, insurance, retailing and wholesaling, personnel and advertising, manufacturing, and in governmental, transportation, and health fields.

Fisher's Information Processing Center will afford students the opportunity to study Data Processing and other Computer Science electives on the modern WANG "I.I.S." computer system.

		Semester Hours Credit	
		1st Sem.	2nd Sem.
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
La 103	Business Law	3	
Ac 101-102	Elementary Accounting I & II	3	3
Mg 101	Introduction to Data Processing		3
Ec 101	Macroeconomics	3	
Ec 102	Microeconomics		3
Bu 107	Business Mathematics	3	
Elective in Humanities			3
		15	15
<i>Second Year</i>			
Mg 201	Principles of Management	3	
Mg 202	Personnel Management		3
Mk 201	Marketing	3	
Mg 204	Business Statistics		3
Se 121-122	Introductory Typewriting and Intermediate Typewriting	3	3
Electives in Science or Mathematics		3-4	3-4
Elective in Humanities		3	
Free electives			3
		15-16	15-16

Minimum credits required for graduation—60

ASSOCIATE OF SCIENCE DEGREE

Accounting

Occupational forecasts agree that the outlook for accounting and bookkeeping careers over the next decade is extremely favorable.

A two-year program leading to an associate in science degree in accounting provides an ideal base from which one can enter the accounting field as an assistant auditor, junior accountant, or bookkeeper.

Alternately, the accounting program is structured so that the graduate can transfer into a senior program working toward a bachelor of science degree in accounting and the eventual award of a CPA.

In addition to the Data Processing program requirement, students will be able to utilize the new Information Processing Center to elect courses in Computer Science and Word Processing.

		<i>Semester Hours Credit</i>	
		<i>1st Sem.</i>	<i>2nd Sem.</i>
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
La 103	Business Law	3	
Ac 101-102	Elementary Accounting I & II	3	3
Mg 101	Introduction to Data Processing		3
Ec 101	Macroeconomics	3	
Ec 102	Microeconomics		3
Bu 107	Business Mathematics	3	
Elective in Humanities			3
		15	15
<i>Second Year</i>			
Ac 103-104	Intermediate Accounting I & II	3	3
Mg 201	Principles of Management	3	
Mg 202	Personnel Management		3
Mk 201	Marketing	3	
Ac 105	Managerial Accounting		3
Electives in Science or Mathematics		3-4	3-4
Elective in Humanities		3	
Free electives			3
		15-16	15-16

Minimum credits required for graduation—60

ASSOCIATE OF SCIENCE DEGREE

Business Computer Programming

This Associate of Science Degree Program at Fisher offers extensive laboratory or "on line" time on Fisher's "state of the art" 15 terminal WANG VS/80 IIS System. Both BASIC and COBOL Programming languages are taught. Along with developing solid programming skills, students will become familiar with different software "packages" used in modern businesses. The operations area of a computer center, namely, tape and disk drive handling will also be taught.

Students who graduate from Fisher will have opportunities to enter a wide range of computer related positions in many different settings: commercial, industrial and non-profit.

The impact of the computer is being felt in all walks of life and the Business Computer Programming curriculum puts the Fisher Junior College student on the exciting "cutting edge" of high technology.

		Semester Hours Credit	
		1st Sem.	2nd Sem.
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Ma 101-102	College Algebra & Trigonometry	3	3
Mg 101	Introduction to Data Processing	3	
Cs 101	BASIC Programming I	4	
Cs 102	Programming with Computer Utilities		4
Ac 101-102	Elementary Accounting I & II	3	3
	Free Elective		3
		16	16
<i>Second Year</i>			
Cs 201-202	COBOL Programming I & II	4	4
Ec 101	Macroeconomics	3	
Ec 102	Microeconomics		3
Cs 203	Data Entry and Computer Operations	3	
Cs 204	Business Systems Analysis		3
	Humanities Elective	3	3
	Free Elective	3	3
		16	16

Minimum credits required for graduation—60

ASSOCIATE OF SCIENCE DEGREE

Business Assistant

This program is planned for those students who would like to enter the business world, who wish to have sufficient business skills to be employable, but who desire a considerable degree of freedom in course selection.

By a judicious choice of electives, a student may prepare herself in this program to become an assistant in business or professional fields such as retailing, banking, insurance, airlines, government, and many others.

The elective opportunities in Computer Science and Word Processing afforded by the new Information Processing Center will be a valuable supplement to this program.

		Semester Hours Credit	
		1st Sem.	2nd Sem.
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Ec 101	Macroeconomics		3
Bu 107	Business Mathematics	3	
Ac 101	Elementary Accounting I		3
Se 121	Introductory Typewriting	3	
Se 122	Intermediate Typewriting		3
Electives in Social Science, Natural Science, or Humanities*		6-8	3-4
		15-17	15-16
<i>Second Year</i>			
La 103	Business Law	3	
Ex 262	Executive Secretarial Procedures		3
Electives in Secretarial-Business		3	3
Electives in Social Science, Natural Science, or Humanities*		3-4	3-4
Mg 101	Introduction to Data Processing		3
Mg 201	Principles of Management	3	
Free Electives		3	3
		15-16	15-16

Minimum credits required for graduation—60

*Provided the general education or liberal arts requirements (Humanities, 6 hours, Social Science, 6 hours, Science or Math, 6-8 hours) are fulfilled within the two years.

ASSOCIATE OF SCIENCE DEGREE

Travel and Tourism Administration

This program is designed for the young woman who is excited by the travel experience and would like to build a career around helping others discover the rewards of travel and touring.

The newly completed Travel and Tourism Center is the focal point for Fisher students to learn the exciting travel and tourism profession.

The rapid growth of the travel industry has created a consistent demand for well trained personnel. The Travel and Tourism Center simulates a travel office environment and affords students the opportunity to get "hands on" experience with modern computerized reservations and ticketing systems. All aspects of the Travel and Tourism Industry are covered, and a solid background in basic administrative skills is stressed. A supervised internship during the second semester of the senior year gives students practical experience in a variety of travel related fields. Some students may elect to transfer to a four year institution offering a bachelor's degree in hotel and travel administration.

		Semester Hours Credit	
First Year		1st Sem.	2nd Sem.
En 101-102	Fundamentals of English	3	3
Bu 107	Business Mathematics	3	
Ge 103	Geography of Western Hemisphere	3	
Ge 104	Geography of Eastern Hemisphere		3
Ta 101	Principles of Travel and Tourism	3	
Ta 205	Domestic Air Transportation		3
Foreign Language*	Foreign Language* (or)		
	Electives in Humanities	3	3
	Elective in Math or Science		3-4
		15	15-16
Second Year			
Ac 101	Elementary Accounting I		3
Mg 202	Personnel Management		3
Mk 201	Marketing		3
Se 121	Introductory Typewriting	3	
Ta 100	Internship		4
Ta 201	Travel Office Procedures	3	
Ta 206	International Air Transportation	3	
Ta 207	Automated Reservations Procedures		3
	Elective in Math or Science	3-4	
	Free Elective	3	
		15-16	16

*A minimum of one year college level foreign language competency is required. Foreign language requirement can be waived through demonstrating conversational level competency in a foreign language.

Minimum credits required for graduation—60

ASSOCIATE OF SCIENCE DEGREE

Fashion Merchandising

A two-year program of study for the student who wishes a strong program in retailing, fashion, and business management so she may prepare for a mid-management career in one of the fashion industries.

For the ambitious, enterprising, and persevering person, careers such as assistant buyer, buyer, department manager, and sales representative are available.

By selecting appropriate electives, the Fisher student may also train for exciting careers dealing with Fashion Coordination, Promotion, and Advertising.

A modern Fashion Merchandising Center is the focal point for this exciting program.

Fisher's ideal location lends itself to outstanding internship opportunities, and the college will place students in major retailing establishments for their second year internship experience.

		Semester Hours Credit	
		1st Sem.	2nd Sem.
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Bu 107	Business Mathematics	3	
Fm 101	Principles of Retailing	3	
Fm 103	Textile Science	3	
Fm 102	Fashion Merchandising		3
Fm 206	Visual Merchandising or		3
Mg 202	Personnel Management		3
	Electives in Humanities	3	
	Electives in Science/Mathematics		3/4
	Elective in Social Science		3
		15	15/16
<i>Second Year</i>			
Mk 205	Principles of Salesmanship		3
Ps 101	Introduction to Psychology	3	
Mk 201	Marketing	3	
Fm 100	Internship	3	
Mk 204	Principles of Advertising		3
Fm 209	Retail Buying	3	
Cm 101	Organizational Communication	3	
Mg 101	Introduction to Data Processing or Computer Science Elective		3/4
	Elective in Science or Mathematics		3/4
	Free Elective		3
		15	15-17

Minimum credits required for graduation—60

ASSOCIATE OF SCIENCE DEGREE

Interior Design/Retailing

The Interior Design/Retailing program has been designed for students who wish to pursue a career in the interior design/home furnishings area. The student will concentrate on the business aspects of the home furnishing industry as well as the fundamentals of design, space planning, and technical design presentations. Practical experience will be emphasized throughout the program, along with a college supervised internship.

Opportunities for graduates of this program include: employment as interior designers for furniture stores, design firms, and home furnishing accessory stores; home furnishing product sales representatives; home furnishing product buyers, and management trainees in furniture stores. Some graduates will choose to transfer to a four-year program.

		Semester Hours Credit	
		1st Sem.	2nd Sem.
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Bu 107	Business Mathematics		3
Fm 103	Textile Science	3	
Fm 101	Principles of Retailing	3	
Id 101-102	Interior Design I & II	3	3
Ps 101	Introduction to Psychology		3
	Electives in Humanities	3	3
		15	15
<i>Second Year</i>			
Mg 202	Personnel Management		3
Mk 205	Principles of Salesmanship		3
Fm 209	Retail Buying	3	
Ac 101	Elementary Accounting	3	
Mk 201	Marketing	3	
Id 105	History of Furniture	3	
Id 100	Internship in Interior Design		3
	Elective in Science/Mathematics	3-4	
	Elective in Social Science		3
	Free Elective		3
		15-16	15

Minimum credits required for graduation—60

ASSOCIATE OF SCIENCE DEGREE

Executive Secretarial

Today the executive secretary holds an enviable position in the business and professional world. She is prepared to assume responsibility and assist her employers in an executive capacity. Her studies in the liberal arts give her the background to enter a profession of her choice.

Additional elective opportunities in Word Processing and Computer Science keep her on the "cutting edge" of modern office technology.

The secretary of today is an important young woman. She is articulate, responsible, logical, and well-poised. The demand is increasingly great for the graduate of this program.

Recognizing the fact that career plans may change, the College has built a flexibility into this program. Executive Secretarial graduates may transfer to four-year institutions that prepare teachers of business education or major in business administration/management.

		Semester Hours Credit	
		1st Sem.	2nd Sem.
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Ac 101	Elementary Accounting I		3
Se 111-112	Elementary Shorthand (or)	3	3
Se 113-114	Intermediate Shorthand	3	3
Se 121	Introductory Typewriting	3	
Se 122	Intermediate Typewriting		3
	Electives*	6	3
		15	15
<i>Second Year</i>			
Electives	Science or Math	3-4	3-4
La 103	Business Law	3	
Se 211-212	Dictation and Transcription	3	3
Se 221	Advanced Typewriting	3	
Se 223	Word Processing I	3	
Ex 262	Executive Secretarial Procedures		3
	Electives*		6
		15-16	15-16

*First-year electives will vary according to level of shorthand taken. All students must take at least 30 credits the first year.

*Provided the general education or liberal arts requirements (Humanities, 6 hours; Social Science, 6 hours; Science or Math, 6-8 hours) are fulfilled within the two years.

Minimum credits required for graduation—60

ASSOCIATE OF SCIENCE DEGREE

Legal Secretarial

The exacting field of law provides excellent opportunities. Legal firms and lawyers are numerous, but good legal secretaries are scarce.

The Legal Secretarial course provides a means of orientation in the legal environment through instruction in law and legal terminology and through a practical course in legal procedure.

Practice is given in preparing such legal papers as the summons, complaint, motions, subpoenas, and stipulations; taking question-and-answer testimony.

As the legal field expands to meet changing societal needs, new paraprofessional and professional court positions will emerge. Consequently, Legal Secretarial graduates may choose to continue their education at four-year institutions that prepare paralegal technicians, other court-related careers, or teaching business-secretarial sciences in high school or college.

In addition to the Word Processing program requirement, students have the opportunity to elect additional courses in Word Processing and Computer Science.

		Semester Hours Credit	
		1st Sem.	2nd Sem.
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
La 101	Principles of Law		3
La 103	Business Law	3	
Ac 101	Elementary Accounting I		3
Se 111-112	Elementary Shorthand (or)	3	3
Se 113-114	Intermediate Shorthand	3	3
Se 121	Introductory Typewriting		
Se 122	Intermediate Typewriting	3	3
	Electives*	3	
		15	15
<i>Second Year</i>			
Electives	Science or Math	3-4	3-4
Se 211-212	Dictation and Transcription	3	3
Le 271	Legal Terminology	3	
Le 272	Legal Secretarial Procedures		3
Se 221	Advanced Typewriting	3	
Se 223	Word Processing I	3	
	Electives*		6
		15-16	15-16

*First-year electives will vary according to level of shorthand taken. All students must take at least 30 credits the first year.

*Provided the general education or liberal arts requirements (Humanities, 6 hours; Social Science, 6 hours; Science or Math, 6-8 hours) are fulfilled within the two years.

Minimum credits required for graduation—60

ASSOCIATE OF SCIENCE DEGREE

Medical Secretarial

This versatile program prepares highly skilled secretaries for employment in the medical profession. With their specialized secretarial skills and their knowledge of medical practices and procedures, anatomy and physiology, and medical terminology, the graduates are in great and constant demand.

As the medical profession continues to evolve and grow, Medical Secretarial graduates may seek to further their education by transferring to four-year institutions majoring in a variety of health-related careers or to specialized programs offered by hospitals.

In addition to the Word Processing I program requirement, the free elective in the second semester of the senior year may be used to take an additional course in either Word Processing or Computer Science.

		Semester Hours Credit	
		1st Sem.	2nd Sem.
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Sc 101-102	Anatomy & Physiology	4	4
Se 111-112	Elementary Shorthand (or)	3	3
Se 113-114	Intermediate Shorthand	3	3
Se 121	Introductory Typewriting	3	
Se 122	Intermediate Typewriting		3
Ps 101	Introduction to Psychology	3	
Me 291	Medical Terminology		3
		16	16
<i>Second Year</i>			
Me 292	Medical Machine Transcription	3	
Ac 101	Elementary Accounting I		3
Me 296	Medical Secretarial Procedures	3	
La 201	Law & Ethics of Health Care		3
Se 222	Medical Advanced Typewriting	2	
Se 223	Word Processing I	3	
Se 211-212	Dictation & Transcription	3	3
	Humanities Elective	3	3
	Free Elective		3
		17	15

Minimum credits required for graduation—60

ASSOCIATE OF SCIENCE DEGREE

Medical Assistant
(Pediatric Speciality Option
Available)

This program is accredited by the American Association of Medical Assistants of the American Medical Association.

Well-trained medical assistants are in high demand because of rapidly expanding health care and medical service programs. The medical assistant degree program furnishes the student with the knowledge, skills, and practical experience needed to work in community health centers, clinics, medical offices, laboratories, and research facilities. Graduates may take certificate examinations given by the American Association of Medical Assistants.

Opportunities exist in other allied health professions for those wishing to continue their education.

		Semester Hours Credit	
		1st Sem.	2nd Sem.
First Year			
En 101-102	Fundamentals of English	3	3
Sc 101-102	Anatomy & Physiology	4	4
Ps 101	Introduction to Psychology	3	
Me 291	Medical Terminology		3
Se 121	Introductory Typewriting	3	
Se 122	Intermediate Typewriting		3
	Elective in Humanities	3	3
		16	16
Second Year			
Me 292	Medical Machine Transcription	3	
Sc 203-204	Clinical Assisting I & II	3	3
Me 296	Medical Secretarial Procedures	3	
Se 222	Medical Advanced Typewriting	2	
Me 100	Externship		4
La 201	Law and Ethics of Health Care		3
Ac 101	Elementary Accounting I		3
	Free Elective*	3	3
		14	16

*Students desiring to elect the optional "Pediatric Speciality" will enroll in Ps 121, Human Growth and Development, during the third semester and Sc 202, Acute and Chronic Childhood Conditions, during the fourth semester instead of choosing a free elective

Minimum credits required for graduation—60

ASSOCIATE OF ARTS DEGREE

Social Service/ Child Development

The Child Development program prepares women to assume teaching and supervisory responsibilities in nursery schools, child care centers, hospitals, and special needs centers.

The program provides the requisite training for either immediate job entry in the social service/early childhood career area or for transfer to a four-year college program in early childhood education, elementary education, special education, or psychological or sociological disciplines.

During the senior year students are required to work with young children in college approved and supervised training sites such as the John Winthrop Nursery School and Day Care Center. For those students who would like to work with emotionally disturbed, developmentally disabled, or the mentally retarded, arrangements have been made for internships in a number of prestigious Boston medical and educational institutions.

Graduates of the program may also qualify for employment in a variety of social service settings including community based residential treatment centers and community outpatient day care facilities.

		Semester Hours Credit	
		1st Sem.	2nd Sem.
<i>First Year</i>			
En 101-102	Fundamentals of English	3	3
Ps 101	Introduction to Psychology	3	3
Ps 102	Psychology of Personality		3
Ps 121-122	Human Growth & Development I & II	3	3
Sc 103	Biology I or	4	
Sc 125	Human Physiology	3	
Sc 104	Biology II or		4
	Science/Math Elective		3
	Humanities Elective	3	
	Free Elective		3
		15/16	15/16
<i>Second Year</i>			
Ed 203	Early Childhood Educator	6	
Ed 205	Special Needs Educator		6
So 101	Introduction to Sociology	3	
So 103	The Family		3
Ps 208	Abnormal Psychology	3	
Ps 209	Developmental Disabilities		3
	Program Elective	3	
	Free Elective		3
		15	15

Minimum credits required for graduation—60

ASSOCIATE OF ARTS DEGREE

Liberal Arts

The liberal arts program is designed to provide a solid academic base for the student who wishes to continue her education at a senior college, for the person whose career plans are not yet firmly established, and for the individual who wishes two years of intellectual stimulation and enjoyment.

Nearly all senior colleges require a substantial distribution of courses among the humanities such as literature, art, and music; among the social sciences such as history, sociology, and psychology; and among mathematics and the natural sciences.

All these and many other course requirements can be met in the Fisher liberal arts program. Here the basic requirements of the majority of four-year institutions are available. Small classes and ready access to instructors foster advancement in learning.

From this program students may proceed to further study in psychology, sociology, social work, elementary or secondary teaching, special education, speech pathology, government, communications, and other programs requiring a strong academic background.

		<i>Semester Hours Credit</i>	
<i>First Year</i>		<i>1st Sem.</i>	<i>2nd Sem.</i>
En 101-102	Fundamentals of English	3	3
Electives in Humanities		3	3
Electives in Social Science		3	3
Free electives		6	6
		15	15
<i>Second Year</i>			
Electives in Mathematics or Science		3-4	3-4
Electives in Humanities		3	3
Electives in Social Science		3	3
Free electives		6	6
		15-16	15-16

Minimum credits required for graduation—60.

Certificate Programs

Secretarial Certificate (Office Information Specialist)

This program is designed to provide intensive training in typewriting, word processing and other secretarial and business skills in order to develop a level of competence necessary to insure employment, and open doors to a rewarding career in just eight months. Fisher's unique "Audio Visual Tutorial" method of instruction individualizes the learning process in developing keyboarding skills. Fisher has responded to modern office technology with the creation of an Information Processing Center, where intensive training in word Processing is available.

While the program stresses skill development, the student has the opportunity to sample elective courses from other departments, such as computer science, travel and tourism, fashion merchandising, interior design, etc.

<i>Semester I</i>		<i>Credits</i>
En 101	Fundamentals of English	3
Bu 107	Business Mathematics	3
Se 121	Introductory Typewriting (or)	
Se 122	Intermediate Typewriting (or)	
Se 221	Advanced Typewriting	3-4*
Se 223	Word Processing I	3
	Free Electives	3
		15-16
<i>Semester II</i>		
En 103	Business Communication	3
Se 122	Intermediate Typewriting (or)	
Se 221	Advanced Typewriting	3-4*
Se 292	Machine Transcription	3
Ex 262	Executive Secretarial Procedures	3
	Free Electives	3
		15-16

Minimum Credits for Certificate—30

*Students are placed at appropriate level of Typewriting. The number of credits awarded is dependent on the number of class hours per week taken by the student.

Courses of Instruction

Semester Hours (or credit hours)

The college year is divided into two semesters of about fifteen weeks each. Course credits are indicated by the terms *semester hours*. Most courses at Fisher Junior College meet three times a week and earn three semester hours of credit. In general, a semester hour of credit represents one hour a week of classroom lecture or two hours of laboratory; some skill courses also receive one credit for two hours of class.

Accounting

Elementary Accounting I & II (Ac 101-102) An introductory course in the basic procedures of analyzing and recording business records. Entry-making in general and special journals, posting to the general ledger, trial balance, financial statements, petty cash fund, and payroll records are studied, as well as completion of the accounting cycle. The second semester continues with the concepts and methods of presenting financial information for management. Subsidiary ledgers, accrual adjustments, and the voucher system for internal control in merchandising are studied. 3 hours a week, both semesters. 6

Intermediate Accounting I & II (Ac 103-104) A continuation of Ac 101-102 which emphasizes corporate accounting. Home and branch office accounting, financial statement analysis, and an introduction to manufacturing cost accounting. Included is analysis of the income statement and balance sheet for managerial decision making. 3 hours a week, both semesters. 6

Managerial Accounting (Ac 105) Pre-requisite (Ac 103). An examination of the utilization of accounting data by management in decision making. Topics include: cost accounting, interpretation of financial statements, budgets, and capital investment decisions. 3 hours a week, second semester. 3

BASIC Programming (CS101) Students will write programs using the BASIC programming language. Fundamentals of flowcharting and documentation techniques will be emphasized. During the Lab period, programs will be entered, documented, debugged, and printed using the WANG VS-80 twelve terminal Integrated Information System. Three hours lecture, two hour lab each week. First Semester

COBOL Programming I (CS201) Principles of Structured COBOL programming will be stressed as the concepts of BASIC Input/Output, Addition, Subtraction, Edit, Multiplication, Division, The Compute Verb, and If Statement are introduced. During the lab period, operations and programming techniques will be introduced. Three hours lecture, two hour lab each week. First semester

COBOL Programming II (CS202) Prerequisite CS201. Concepts and techniques introduced first semester form basis for introduction of such new topics as single and multiple control breaks, table processing, sequential and indexed file handling. Three hours lecture and two hours lab each week

Data Entry and Computer Operations (CS203) Through actual hands on training, students will become proficient in operating all components of a computerized office with emphasis on those tasks to insure the efficient operation of the system. Three hours lecture a week

Business Systems Analysis (CS204) This course is designed to provide the student with an understanding of the duties of the systems analyst together with an understanding of the specific methods and techniques for conducting a systems project, from preliminary project investigation through systems implementation and evaluation. Three hours a week, second semester

Education

The Early Childhood Educator (Ed 203) Prerequisites, Ps 121, Ps 123. A practicum theory course designed to develop the student's growth in the science and art of teaching the pre-school child. The course acquaints students with children, their developmental process of learning, the educative process, and the content comprising the early childhood curriculum. Through an integrative approach, students 1) work with children under the guidance of experienced professionals at college approved

training sites for a minimum of 2 days per week, and 2) pursue theory of Childhood Education in 3 hours of classroom work. First semester. 6

The Special Needs Educator (Ed 205) Prerequisites, Ps 121, Ps 122. A course to develop the student's growth in the science and art of teaching the special needs child. Through an integrative approach, students 1) work with children under the guidance of experienced professionals for a minimum of 2 days a week in training sites approved by the faculty, and 2) pursue the theories of special needs education in 3 hours of classroom work. Educational remediation for children with special learning needs is studied. Students will learn to develop long and short term educational goals and to individualize curriculum. Second semester. 6

Developmental Aspects of Play (Ed 208) Prerequisites, Ps 121, Ps 123. A study of the development of intelligence and moral behavior as demonstrated and observed through play and social interactions from birth through adolescence. Readings include the work of Piaget, Kolberg, Elking, and Erickson. Play at all ages will be observed by students. 3 hours a week, second semester. 3

English

Fundamentals of English (En 101-102) First semester. The development of writing skills through a review of grammar, punctuation and rhetoric and weekly writing assignments. Second semester. An examination of the relationship of language and literature to personal experience. Includes outstanding examples of the novel, the short story, drama and poetry along with such contemporary modes of communication as advertising, films and essays. 3 hours a week. 6

Business Communication (En 103) Prerequisite, successful completion of En 101. This course prepares the student to deal successfully with a variety of situations which arise daily in a business setting, all of which require a written response and/or record. Course emphasis is on the development of clear and direct written expression within a structured format. Weekly in-class writing assignments will include some of the following: social, public relations, sales, credit, and collection letters, as well as reports, memoranda, minutes, and resumes. Three hours a week, both semesters. 3

Creative Writing (En 105) Instruction in traditional and contemporary methods of imaginative writing. Students will analyze various techniques of fiction and poetry composition and then examine and compare their own original work. Creativity, spontaneity, and craftsmanship will be emphasized. Three hours a week, second semester 3

Twentieth Century British Novel (En 125) Concentrated study of social and aesthetic problems that concerned the novelists during the first half of the twentieth century. Emphasis on major writers such as Joyce, Woolf, James, Forster, Lawrence, Godden, Conrad, and Greene. Three hours a week. 3

Images of Women in Literature (En 127) The recognition and analysis of familiar roles in the portrayal of women which recur in poetry, drama, and fiction. The validity and duplicity of these images will be examined. Authors include Chekhov, O'Neill, Zola, Steinbeck, Fuentes, and Mishima. Three hours a week, first semester 3

Archetypes of Women (En 128) An exploration and scrutiny of the archetypes underlying the characterization of women in modern literature. Variations and adaptations will be examined and discussed. Authors include Mailer, Moravia, Fitzgerald, Garcia Lorca, and Albee. Second semester. 3

Modern Irish Literature: Poetry & Drama (En 129) This course is designed to evoke an awareness and appreciation of the Irish literary works of the modern era with special emphasis on the literary revival of the Irish Renaissance and the major poets and playwrights associated with it. The social and political context which gave rise to these works will be analyzed, and the emergence of the Abbey Theater in Dublin, as a focus of Irish drama, will be discussed. Poets to be considered include Yeats, Colum, G. Moore, Gogarty, A.E. (George Russell), Kavanagh, MacNeice, Kinsella, B. Moore, Montague, and Heaney, among others. Playwrights include Yeats, Synge, O'Casey, Lady Gregory, Carroll, Behan, Delaney, and Leonard. Three hours a week, first semester 3

Modern Irish Literature II: Fiction and Non-Fiction (En 130) This course is designed to acquaint the reader with the literary tradition of the modern era in Ireland. Fiction and non-fiction works will be analyzed in the context of the cultural, political, social, and religious factors which gave rise to the Irish Renaissance. Major writers associated

with the literary revival in the first half of the century, e.g., Joyce, Yeats, O'Flaherty, O'Brien, will be considered. Three hours a week, second semester 3

Shakespeare I (En 131) The status of the theatre in Elizabethan London, economic and political factors of the era, and an analysis of the sources, the background, and the application to the contemporary mores and circumstances. Representative comedies will be studied and discussed. *The Taming of the Shrew, The Comedy of Errors, The Tempest, A Midsummer Night's Dream, Troilus and Cressida, Measure for Measure, and Twelfth Night*. Three hours a week, first semester 3

Shakespeare II — Tragedies and Histories (En 132) An analysis of several major tragedies, including *Romeo and Juliet, King Lear, Macbeth, Othello, and Hamlet*. Two history plays will also be included. *Richard III and Henry IV, Part I*. Attendance at the Boston Shakespeare Company of *Richard III and Macbeth*. Three hours a week, second semester 3

Gothic Fiction (En 133) Gothic literature means tales and legends of the supernatural and the terrifying: fantasy, magic, and the demonic. Singer, Jackson, Poe, and Brontë. Three hours a week, first semester. 3

Science Fiction (En 135) Science fiction as a literary genre includes fantasy, satire and myth. Science fiction is today's mythology, with satiric use of scale and time. It may quite properly be described as further development of Gothic literature. The works of such writers as Bradbury, Blish, Asimov, Clarke, and Heinlein are studied. Three hours a week, second semester 3

Twentieth Century American Drama (En 143) A view of American drama from 1900 to the present and a study of the American playwright as reflecting the social, philosophical, and psychological temper. O'Neill, Anderson, Hellman, Williams, Miller, Inge, Albee, Hawkes, and Kopit. Three hours a week. 3

Twentieth Century American Novel (En 145) Outstanding American novelists of the twentieth century, with emphasis on the social outlook they imply. Hemingway, Faulkner, Steinbeck, McCullers, Malamud, and Hawkes. Three hours a week. 3

The American Short Story (En 146) The course will entail a study in depth of the short fiction of the nineteenth and twentieth centuries, written in

the United States, beginning with the sketches and tales of Washington Irving, Nathaniel Hawthorne, and Herman Melville of the early 1800s and continuing with the folk tales, tall tales, and regional anecdotes of Mark Twain, Ambrose Bierce, and Bret Harte of the midcentury. The short stories of the American Nobel Laureates (William Faulkner, Ernest Hemingway, and John Steinbeck) will be emphasized and analyzed in depth. 3 hours a week 3

Literary Origins of American Musical Theatre (En 149) Beginning with the new testament words of St. Matthew, this course will explore such diverse writers as Cervantes, Shakespeare, Voltaire, Dickens, Tennyson, Shaw, Twain, and O'Hara. Additionally, each work will be viewed as the basis for an American Musical Production which will, in turn, be discussed and listened to in class. Some major contributors to this peculiarly American art form whose work will be heard are Kern, Rodgers, Hart, Hammerstein, Loesser, and Bernstein. Three hours a week, first semester 3

Themes in Modern Poetry (En 153) A study of modern poetry from the turn of the century to the present. Thematic patterns, which are representative of 20th century concerns, will be the focus for discussion. Some common themes included are: The Outsider, Initiation, The Spiritual and the Mystical, Change and Growth, Alienation, Bonding. North American poems for analysis will include representative pieces from ethnic and cultural minorities, such as Native Americans, Hispanics, and Black poets. First semester 3

Continental Drama (En 152) Analysis and appreciation of the significant plays of the European state from Ibsen and Strindberg to Brecht and Beckett. Drama as representative of social and political thinking of our times. The interpretation and purpose of expressionism, the epic theatre, and absurdism as specific methods of dramatic presentation. Film making as a separate medium. Three hours a week. 3

Modern Novel (En 154) A critical study, interpretation, and evaluation of representative novels of the twentieth century. The significance of the works of such writers as Kafka, Camus, and Hesse will be examined. Lectures, discussions, and written critiques. Three hours a week, first semester. 3

Major Women Writers (En 155-156) First semester: distinguished lyricists and dramatists of the early twentieth century. Mistral, Bagnold, and Hellman. The poets and playwrights of the midcentury. Swenson, Sexton, Plath, and Brooks. Delaney, and Childress. Second semester: the early novelists, Buck, Woolf, and Porter, Lessing and Didion, McCullers, Welty, O'Connor. Three hours a week 6

The Novel on Film (En 171-01) The course will focus on the novel and film and will examine the strengths and weaknesses of each form. Toward this end, six novels and their filmed counterparts will be studied. Such aspects as characterization, plot line, intentional ambiguity, symbolism, and rising and falling action will be treated in depth. Likely novels (and films) to be used in the course are *The Sun Also Rises*, *Wuthering Heights*, *Turn of the Screw*, *The Great Gatsby*, *Great Expectations*, and *Slaughterhouse Five*. 3 hours a week, second semester

Speech (En 191) Practice in overcoming diction defects and self-consciousness and in addressing formal and informal groups. The logical organization and the clear and interesting presentation of material are emphasized. Three hours a week, either semester. 3

Children's Literature (En 192) This course is designed to introduce students to masterpieces of children's literature. Special attention will be given to developing a framework for appraising and evaluating picture books. Emphasis will be placed on thematic expressions as well as historical perspective. Authors will include Potter, Milne, and White. Three hours a week. 3

Fashion Merchandising

Internship (Fm 100) A required work experience for all senior Fashion Merchandising students in a retail/fashion related establishment. Each student is required to formulate a resume, participate in professional interviews, and set objectives for the work experience. Each student is evaluated by the employer, faculty advisor, and field experience project. First semester. 3

Principles of Retailing (Fm 101) A study of the underlying principles of retailing including expense and activity planning and the methods and techniques used to produce an efficient, well-run organization. Three hours a week, first semester. 3

Fashion Merchandising (Fm 102) An introduction to the fashion business through a study of fashion principles, procedures, terminology, and the development of fashion trends. The use of current fashion and merchandising news as it relates to designers provides insight into the various aspects of the business. Seventh Avenue, couture designers, fashion media, and various retail operations. Second semester 3

Textile Science (Fm 103) A comprehensive study of textiles with an emphasis placed on consumer information. A study of textile production from yarns through the finished goods stage including finishes, end uses, care treatment, and related laws. Guest lectures and laboratory demonstrations. First semester. 3

History of Fashion (Fm 105) The investigation of fashion's development from its beginning to the present day. Through the usage of historic events, people, and influences on clothing, the sociological and psychological implications of clothing are studied. Emphasis is placed on the importance of values, customs, and timing in the recurrence of styles. Second semester. 3

Fashion in Home Furnishing (Fm 204) A study of design principles, space planning, and functional floorplan arrangements. The development of personal tastes is sought through the study of period furniture, floor and wall coverings, window treatments, and related areas. Demonstrations and field trips. Second semester. 3

Visual Merchandising (Fm 206) A course dealing with design principles and display technique. Interior and window displays, mannequin dressing, and other practical applications of visual selling. Elements of design studied include line, proportion, and balance. Demonstrations, field trips, and guest lectures. Second semester 3

Fashion Coordination (Fm 208) Workshop experience in the coordination and presentation of fashion. Students analyze source of information and apply their findings through involvement in fashion presentations with focus on one large professional fashion show. This course develops an understanding of budgeting, planning, promoting, and coordinating of fashion presentations. Also studied are fashion trends identification and promotion. Second semester. 3

Retail Buying (Fm 209) Development of merchandising techniques through practical application of math, buying, advertising, promotion, display, management, selling, operations, and control. The aspects are studied in relation to increasing customer service and profit margin. First semester. 3

Foreign Languages

Elementary French (FI 101-102) An introduction to the language. Conversation, pronunciation, reading, writing and grammatical construction are stressed in classroom discussions, outside readings and language tapes. Three hours a week, both semesters. 6

Intermediate French (FI 203-204) Prerequisites, two years of secondary school language or one year of college level language. Review of fundamental grammar principles and vocabulary followed by intensive development of all aspects of language competency. Representative readings in geography, history and culture broaden student's awareness of country and its language. Three hours a week, both semesters. 6

Elementary Spanish (FI 151-152) An introduction to the language. Conversation, pronunciation, reading, writing and grammatical construction are stressed in classroom discussions, outside readings and language tapes. Three hours a week, both semesters. 6

Intermediate Spanish (FI 251-252) Prerequisites, two years of secondary school language or one year of college level language. Review of fundamental grammar principles and vocabulary followed by intensive development of all aspects of language competency. Representative readings in geography, history and culture broaden student's awareness of country and its language. Three hours a week, both semesters. 6

Humanities

Organizational Communication (CM 101) This course concentrates on the theory and practical application of communication in organizations. Emphasis lies in developing clarity of thought and oral expression.

Specific case studies increase student understanding of the effects of individual and group behavior on productivity and organizational development. 3 hours a week first semester

Appreciation of Fine Arts I (Fa 101) Appreciation of Fine Arts traces the history and the development of art and music from the Classical Greek period through the Baroque, placing emphasis on the major artists and composers of each period. Students will study particular forms and styles in the context of the social, economic, political and philosophical influences that helped shape them. Slides will be shown and recordings played during class time. Class activities will include visits to musical performances and museums. Three hours a week, first semester. 3

Appreciation of Fine Arts II (Fa 102) Continuation of Fa 101 from the Baroque to the present. First semester not prerequisite to second semester. Three hours a week, second semester. 3

Fundamentals of Design (Fa 121) Basic elements of design are presented followed by projects applying design elements in a variety of media. A portfolio of course work is required by end of course. Second semester 3

Survey of Ornamental Arts (Fa 141) A survey of the influence of political, social, economic, and technological forces upon ornamental arts such as design motifs, architecture, home furnishings, and costume. Second semester. 3

Introduction to Theatre (Fa 131) The drama is studied in three values, as art, literature, and intellectual entertainment. A survey is made of the great periods of theatre from Ancient Greece to the present, studying great playwrights and interpreting their masterpieces. The theatre is examined in its reflection of socio-cultural ideas proving the eternal recurrence of human experience in society. Students are required to attend professional plays in Boston. 3 hours a week, second semester. 3

Calligraphy (Fa 203) A beautiful art form which expresses movement, is closely related to graphic design, typography, and drawing. The course will teach the fundamentals of formal and informal italic, as well as Roman capitals. These scripts will be placed in an historic context so that their role in the progression of written forms is clear. The student will also be asked to master the terminology necessary to the study of calligraphy, and to have an understanding of some of the developments in the art. 3 hours a week, first semester. 3

Introduction to Philosophy (Hu 203) A survey of the basic postures and systems of thought in Western culture. Figures studied range from Plato to St. Augustine to Sartre. 3 hours a week, either semester. 3

Ethics (Hu 205) Utilizing specific assigned readings, questions concerning moral standards, human nature and character, ideals and habits, freedom of choice, rights and obligations, conscience and compromise, social ethics and professional ethics are examined. 3 hours a week, first semester. 3

Moral Choices in Contemporary Society (Hu 207) Contemporary issues in moral philosophy presented through the writings of outstanding thinkers. Emphasis is placed on the search for personal standards of behavior through examining alternate criterion for determining right and wrong, good and evil, implicit in such phenomenon as political corruption, pornography, abortion, etc. 3 hours a week, first semester. 3

Aesthetics (Hu 209) The purpose of this course is to investigate the concept of beauty by inquiring into such topics as the nature of beauty, the relationship between nature and beauty, and the relationship between beauty and the beholder. The course, in addition to readings, will utilize field trips to view man-made and natural objects of beauty. 3 hours a week, second semester. 3

Music Appreciation (Mu 101) An overview of the history of music designed to develop perceptive listening and an introduction to musical elements, forms, and style. 3 hours a week, first semester. 3

Introduction to Musical Instruments (Mu 102) Designed primarily for students with little or no skill in piano or guitar. The rudiments of beginning piano or guitar and of music theory are presented. Class limited to twelve. Permission of instructor required. 3 hours a week, either semester. 3

Interior Design

Internship (Id 101) A professional experience required for all senior interior design retailing students. Each student will be expected to work in an interior design related establishment and will be supervised by a faculty member. Development of a resume, participation in job interviews, formulation of a design portfolio, and completion of job objectives will be required in this course. Each student is evaluated by the employer and faculty advisor for overall performance in the work experience. Second semester. 3

Interior Design I (Id 101) This course will offer a realistic application of the principles and philosophies of design for the use of space planning in residential and commercial interior design. Design development through selection of color, materials, and furniture will also be taught. Three hours a week, first semester. 3

Interior Design II (Id 102) This course of advanced training in design offers an in-depth study of drafting and design presentations supplemented with a study of furniture construction as it relates to design. Major emphasis will be on the technical presentation needed in interior design. Three hours a week, second semester. 3

History of Furniture (Id 105) An historical review of furniture and interiors from primitive times to the present is offered. Emphasis is placed on the internship of furniture and interiors to social, economic, and political influences of the time periods in which styles were developed. The usage of historical designs in today's interior is also stressed. Three hours a week, second semester. 3

Law

Principles of Law (La 101) A general study of the U.S. Court system and court procedures and the basic principles of tort and criminal law. A study of the essential elements of contract law. 3 hours a week, second semester. 3

Business Law (La 103) This course of study is designed for both the business and nonbusiness major. It explores the common legal problems in business such as the nature of contracts, sales warranties and the employer-employee relationship. Particular emphasis is placed on the expanding field of consumer protection; illegal selling methods, government control of labeling and packaging and the legality of credit, collection, and billing methods. Other areas of study include the nature and form of commercial instruments such as checks, bank drafts, and promissory notes. 3 hours a week, first semester. 3

Law and Ethics of Health Care (La 201) A study of the aspects of law and ethics relating to institutions and individuals engaged in dealing with problems of human behavior. Attention is given to current health and welfare legislation. 3 hours a week, second semester. 3

Management

Business Mathematics (Bu 107) A review of arithmetic fundamentals, calculations of percentages, discounts, mark-ups and mark-downs, interest and bank accounts, customer taxes, payroll, financial statements, banking services, sales, and stocks and bonds. 3 hours a week, first semester. 3

Introduction to Data Processing (Mg 101) Computer hardware, software, and input-output types of processing methods will be introduced. Samples of the types of processing which can occur will be illustrated on the WANG VS Computer System. Three hours a week, second semester. 3

Principles of Management (Mg 201) Principles and techniques of management primarily as they relate to business enterprises. Includes the study of the functions of management coordinating, decision-making, communicating, planning, organizing, staffing, directing, and controlling. 3 hours a week, second semester. 3

Personnel Management (Mg 202) An introduction to the principles and practices relating to the management of human resources within an organization. Basic personnel processes are studied with reference to contemporary behavioral science knowledge. 3 hours a week, both semesters. 3

Business Statistics (Mg 204) Techniques of descriptive statistics used in business administration and economic analyses. Topics include collection and classification of data, tabular and graphic presentation, frequency distribution, measures of central tendency, normal curve, reliability of measures, index numbers and analysis of business and time series. 3 hours a week, second semester. 3

Marketing

Marketing (Mk 201) The objective of this course is to familiarize the student with the scope, terminology, and procedures of marketing in a modern firm. The various elements of marketing—pricing, promotion, distribution, and product planning are carefully analyzed. Consumer motivation, the diffusion and adoption of new goods and services are studied. 3 hours a week, first semester. 3

Principles of Salesmanship (Mk 205) This course is designed to acquaint students with the role of the sales organization in a modern business and to develop their abilities to sell a product or service. Actual sales cases are analyzed in terms of the creation of appropriate motivation, delivering a sales presentation, and closing a sale. Three hours a week, first semester. 3

Principles of Advertising (Mk 204) An in-depth study of advertising media (radio, television, newspaper, magazine) emphasizing the professional planning, budgeting, creating, and the usage of advertising in retail business. Students analyze various sources of current information and apply it to national, regional, and local advertising. The course is approached from the management, decision-making viewpoint. Second semester. 3

Mathematics

College Algebra & Trigonometry (Ma 101-102) Prerequisites, two years of college preparatory mathematics. Reviews secondary school algebra and develops algebraic techniques required for the study of calculus. The trigonometric functions, their properties and applications are studied. Emphasis is on the solution of problems utilizing these mathematical tools. 3 hours a week, both semesters. 6

Introduction to Calculus (Ma 103-104) Prerequisites, Ma 101-102 or three years of college preparatory mathematics. The study of polynomials and rational functions leading to the basic ideas of the differential and integral calculus. Exponential, logarithmic, and trigonometric functions and their applications are studied. 3 hours a week, both semesters. 6

Contemporary Mathematics (Ma 109) A course designed to develop the student's competence and appreciation of mathematics by application of basic mathematics, geometry and algebra to interesting and popular topics. Stresses the relationship between traditional math and the world around us. May be used to fulfill math/science distribution requirement. Three hours a week, first semester. 3

Science

Externship (Me 100) A required 160 hour practicum experience in physician's offices, clinics, accredited hospitals and Health Maintenance Organizations (HMO) for seniors in Medical Assistant program. Second semester 4

Anatomy-Physiology (Sc 101-102) The structure and function of the human body with emphasis on the biochemical processes involved for the maintenance of homeostasis. Laboratory work on representative animals is coordinated with the classroom lectures. 3 hours of lecture, 2 hours of laboratory a week, both semesters. Required of all students in medical program. 8

Biology (Sc 103-104) Contemporary approach to biological phenomena stressing the basic patterns of unity underlying the variety of life forms. Major topics to be emphasized: exchange for energy and materials within the organism and between the organism and environment; regulation and coordination of life processes at all levels of biological organization; evolution and adaptation; growth and reproduction; mechanism of gene function; plant and animal behavior; interdependence of organisms and the environment. Attention will be given to recent developments in experimental biology. 3 hours of lecture, 2 hours of laboratory a week, both semesters. 8

Human Reproductive Biology (Sc 121) A non-lab science course for students with no biology background. Main subject areas to be discussed are inheritance, human reproduction, and birth defects. Included also will be a survey of such current issues as laboratory reproduction, genetic engineering, and recombinant DNA research. May be used to fulfill math/science distribution requirements. Three hours a week, first semester 3

Health Concepts and Applications (Sc 123) This course is designed to provide the student with the knowledge necessary to make intelligent decisions regarding the maintenance and improvement of her health. Topics shall include the study of emotional health, food and nutrition, drug, alcohol and tobacco use and abuse, prevention and treatment of communicable and noncommunicable disease, sexuality and birth control, and safety and accident prevention. Three hours a week, second semester 3

Human Physiology (Sc 125) A study of the structure and function of the major organ systems of the human body. Discussions will include normal and abnormal physiology with emphasis on the interaction of these systems in health and disease. In addition, the effects of the environment, nutrition and exercise will be examined. Three hours a week, first semester. 3

Meteorology (Sc 151) Using textual materials, maps, and simple weather instruments, students will become familiar with basic meteorological principles toward an understanding of weather prediction and such contemporary concerns as air pollution and weather modification. Three hours a week, second semester 3

Acute and Chronic Childhood Conditions (Sc 202) Evaluation of the newborn child. Attention is paid to genetic disorders, non-infectious diseases, infectious diseases of children, allergies and accidents. 3 hours a week, second semester. 3

Clinical Assisting I (Sc 203) Attention is focused on the clinical aspects of the medical office setting. Topics include simple laboratory techniques in hematology, urinalysis, bacteriology, and serology, including collection, storage, and transport of specimens. In addition, students receive instruction in taking and recording vital signs, sterilization techniques, and venipuncture. 1 hour of lecture, 4 hours of laboratory a week, first semester 3

Clinical Assisting II (Sc 204) A continuation of Sc 203. Topics will include examination room techniques, identification and use of instruments, care of equipment and supplies, and principles of nutrition. In addition, students will receive instruction in EKG, X-ray procedures, pharmacology, CPR, and first aid. 2 hours of lecture, 2 hours of laboratory a week, second semester. 3

Botany (Sc 208) A study of the microscopic structure of plants, plant cells, and tissues, the physiology of plant cells including the chemical nature of protoplasm, diffusion and osmosis, metabolism, pollination, germination, and classification. 3 hours a week, second semester. (Offered every other year.) 3

Ecology (Sc 504) An examination of basic ecological principles on both the individual and global levels. Such concepts as entropy, homeostasis, population growth, pollution, and energy resources will be studied. (Offered every other year.) 3 hours a week, second semester 3

Secretarial Studies Shorthand

Elementary Shorthand (Se 111-112) Knowledge of Gregg Shorthand theory with ability to take dictation at a minimum of 60 words per minute for 3 minutes on new material and transcribe accurately in typewritten mailable form. 3 hours a week, both semesters. 6

Intermediate Shorthand (Se 113-114) Prerequisite, equivalent of Se 111-112. Complete review of Gregg Shorthand theory with emphasis on developing speed to a minimum of 80 words per minute in dictation and production of mailable transcripts. 2 hours a week, both semesters. 4

Dictation and Transcription (Se 211/Ex, Le Me 212) Prerequisite, Se 111-112, 113-114, or equivalent. Advanced Course Designed to refine techniques, increase speed in accuracy and production, and integrate English and Secretarial skills. Since there is homogeneous grouping according to major during second semester, specialized dictation is emphasized. 6 hours a week, both semesters. 6

Machine Transcription (Se 292) An extensive skill-building course in transcription utilizing modern dictation equipment. Three hours a week, second semester 3

Procedures

Executive Secretarial Procedures (Ex 262) Office organization; office practices; personnel and supervision; executive control of office work, personal office services; transportation and itineraries; office manners; business ethics; office machines and transcribing systems; and interpersonal relations are examined. 3 hours a week, second semester. 3

Legal Terminology (Le 271) Prerequisites, La 101-102. Examines the specialized terminology (with shorthand forms) relating to the organization of government, legal, and court systems; criminal, tort, and contract law; judicial process. A part of the course also reviews the principles of contracts, agency, and property (real and personal) and coordinates this review with the preparation of related legal instruments. 3 hours a week, first semester. 3

Legal Secretarial Procedures (Le 272) Prerequisite, successful completion of Le 271. Continuation of specialized terminology and instrument and document preparation in probate, partnerships and corporations, bankruptcy, pleadings; research function of the secretary with outside library assignment in citation; preparation of briefs and diaries; field trip to District Court; filing, office machines, and transcribing systems; communications and transportation systems, including itinerary preparation; office organization, business procedures, and professionalism. 3 hours a week, second semester. 3

Medical Terminology (Me 291) A course designed to instruct the student in the most common roots, prefixes, and suffixes in medical terminology, thus enabling her to combine these forms with insight and understanding. Emphasis is placed on spelling, pronunciation, and the use of the medical dictionary and the student is gradually instructed in the basic terms common to all physicians. 3 hours a week, first semester. 3

Medical Machine Transcription (Me 292) Building upon Medical Terminology, the continuation of this course specifically builds competency in transcribing medical dictation from a dictaphone to the preparation of a mailable copy. 3 hours a week, second semester. 3

Medical Secretarial Procedures (Me 296) Medical office procedures, including medical records, telephone technique, medico-legal problems, the physician's library, alphabetical and numerical filing and the operation of office machines are studied. Great stress is placed on high standards of ethics in relation to the patient and the medical profession. 3 hours a week, first semester. 3

Typewriting

***Introductory Typewriting (Se 121)** Mastery of the keyboard through proper techniques of the touch typing system. Knowledge of modern letter styles, manuscripts, rough drafts, tabulations, and business reports will be developed. Standards will be met through individualized and personal self-paced instruction. 4 hours a week, first semester. 3

***Intermediate Typewriting (Se 122)** Continuation of typewriting theory and skill building. Job-like production typing will be introduced with an emphasis on speed with accuracy. Individualized and personal self-paced instruction will be the approach to learning. 4 hours a week, second semester. 3

Advanced Typewriting (Se 221) Prerequisite Se 122 or equivalent. Emphasis is on accurate production of various business reports while meeting employable job requirements. Typing skill of legal and executive documents, letter composition, and preparation of stencils and masters will be developed. Speed and accuracy standards will be met on an individualized and self-paced basis. 4 hours a week, first semester. 3

Medical Advanced Typewriting (Se 222) Prerequisite Se 122 or equivalent. Instruction in the typing of records and forms used in today's medical offices. Exposure to realistic medical typing will be experienced by doing an office simulation project. Job requirement standards for speed with accuracy will be met. 3 hours a week, first semester. 2

Word Processing I (Se 223) Students will use a WANG VS 80 Integrated Information System to learn how to create, edit, and print tables, letters, memos, and manuscripts. Students will also learn terminology, types of Word Processing Systems, how to do a feasibility study, and career pathing to name a few. Three hours a week, both semesters 3

Word Processing II (Se 224) Prerequisite Se 223. Word Processing II will continue exposing students to the capabilities and features of the WANG WP system. Emphasis will be on teaching students how to use Glossary, Decision Processing, and the math software packages. Three hours a week, both semesters 3

Management of Word Processing Operations (Se 225) This course will introduce and analyze the role of those who supervise and manage word processing operations. Its purpose is to instruct the student in each of the specific skills required of a word processing manager or supervisor. Three hours a week, second semester 3

*A Typing Pre-Test will be administered to students with prior training for correct course placement.

Social Science

Economics

Macroeconomics (Ec 101) An examination of the macroeconomic factors which influence the activities of consumers, businesses and government. By analyzing national income, supply and demand, investment and savings, consumptive patterns, and monetary and fiscal policy the student will gain insight into the economic issues of the day. Among these are the causes of inflation, unemployment, recession and how government policies affect the economy. 3 hours a week, both semesters 3

Microeconomics (Ec 102) A study of the basic institutions and principles essential to an understanding of the economic system. In microeconomic terms such concepts as a firm's basic costs, revenues, and potential profit and loss are considered. Each of the four market conditions—perfect competition, monopoly, oligopoly and monopolistic competition—are analyzed and their influence on a firm's prices and production level are explained. 3 hours a week, second semester. 3

Geography

Geography of the Western Hemisphere (Ge 103) A course designed to familiarize students with the climate, topography, culture, boundaries, resorts, and sightseeing attractions of countries in the Western Hemisphere. Three hours a week, first semester. 3

Geography of the Eastern Hemisphere (Ge 104) A course designed to familiarize students with countries in the Eastern Hemisphere, focusing on boundaries, climate, topography, culture, currency, resort areas, and sightseeing attractions. Three hours a week, second semester 3

Government and History

American Government (Gv 101) An analysis of American democratic institutions and the process of American government with emphasis upon the decision-making process of American government including political parties and pressure groups, Congress, the Presidency, the Court, and voting patterns and behavior. 3 hours a week, first semester. 3

Early New England History — 1607-1760 (Hi 141) The first 150 years of the New England experience is examined from a different topical perspective each week: art, architecture, economy, religion, etc. Original sources and historical sites are examined and visited. 3 hours a week, first semester 3

History of Boston (Hi 143) This course will use the immediate neighborhoods of Back Bay and Beacon Hill as windows from which to view Boston in the 19th century. Such topics as the rise of Yankee mercantile activity, the anti-slavery movement, immigration, the growth of ethnic neighborhoods, and the Victorian middle-class lifestyle will be examined. Three hours a week, second semester 3

Psychology

Introduction to Psychology (Ps 101) An introduction to the scientific study of behavior. The introductory readings and lectures demonstrate how psychology has emerged as a distinct area of study through a background of philosophic issues. The following areas are studied: the nervous system and its relationship to behavior, sensory processes, learning, cognition, testing and individual differences. 3 hours a week, either semester. 3

Psychology of Personality (Ps 102) Prerequisite, Ps 101. This course provides an introduction to personality theory and will explore current issues surrounding that theory from an interdisciplinary perspective. Application of theory will be made to examples and situations from student's own experience. 3 hours a week, second semester.

Human Growth and Development I and II (Ps 121-123) A two-semester study of the cognitive, emotional, social and physical development of the whole person. The developmental processes as seen through the theories of Erickson, Piaget, and Kolberg will be studied. Semester one covers the developmental stages from pre-birth through the sixth year. Semester two covers the middle years through adolescence and adulthood, with an emphasis on Piaget's theory of cognitive development. Ps 121 first semester, Ps 123 second semester, 3 hours a week. 6

Abnormal Psychology (Ps 208) Prerequisites Ps 101, Ps 102. Beginning with an effort to define normal and abnormal behavior, this course will trace the historical efforts to understand deviations from normal behavior and the causes of mental illness. Course will conclude with description of diagnostic and therapeutic procedures used to treat mental illness. 3 hours a week, first semester. 3

Developmental Disabilities (Ps 209) Prerequisite, Ps 101, Ps 121. The focus of this course will be upon persons with developmental disabilities and families involved with the planning and life management issues. The intent will be to introduce the student to this field, leading either toward more advanced study or toward more immediate career opportunities in the services available to the handicapped. Direct contact will be provided with professionals working with the individuals and their families. The Developmental Evaluation Clinic at Children's Hospital will provide a basis for comparison, but other field contacts will be encouraged. 3 hours a week, Second semester. 6

Sociology

Introduction to Sociology (So 101) This course introduces the student to the problems of society by examining the effect of the group on the individual. Attention is focused on the group, group processes, and group interaction with examples drawn from American society. The current problems of urban crisis, population growth, crime, and alcoholism are reviewed. 3 hours a week, either semester. 3

The Family (So 103) Prerequisite, S-101. This course presents an interdisciplinary and cross-cultural view of the family. Readings from history, anthropology, human growth and development and sociology will be studied. A number of popular beliefs and myths will be challenged. 3 hours a week, first semester. 3

Travel and Tourism

Internship (Ta 100) A work experience where students are placed in area travel companies to gain practical experience. Second semester. 4

Principles of Travel and Tourism (Ta 101) An examination of the growth and development of travel and tourism as a social, economic, political and cultural phenomenon. Emphasis is on manuals, reservation procedures and document preparation for land arrangements. Three hours a week, first semester. 3

Travel Office Procedures (Ta 201) Prerequisite, Ge 103. A course designed to develop skills in itinerary preparation, sales techniques, office practices, business ethics, and office organization. Three hours a week, first semester. 3

Domestic Air Transportation (Ta 205) A detailed study of the scheduling, pricing and ticketing of domestic airline itineraries using manual procedures. Three hours a week, second semester. 3

International Air Transportation (Ta 206) Prerequisite, Ta 205. A detailed study of the scheduling, pricing and ticketing of international airline itineraries using manual procedures. Three hours a week, first semester. 3

Automated Reservation Procedures (Ta 207) Prerequisites, Ta 205, Ta 206. This course explores the functions of an airline computer reservation system, to include flight availability, pricing and completion of a PNR. Three hours a week, second semester. 3

Registers

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Academic Dean
Jan Tingley, A.S., B.A.,
Administrative Assistant

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Ellinor Pedersen, B.S., M.L.S., *Librarian*
Catherine Congelosi, B.A., M.L.S., *Assistant*
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Sharon Walker, B.A., *Coordinator of*
Continuing Education
Christine Villani, A.S., *Secretary*

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Comptroller
Lois F. Davis, *Assistant Comptroller*
James Restuccia, B.S., *Staff Accountant*
Anne Diaz, *Payroll*
Marietta Baier, *Secretary*
Maria Frano, A.S., *Accounts Receivable*
Bookkeeper
Suzanne M. E. Parker, A.S., *Accounts*
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Agent
Helen Bickford, *College Shop Manager*

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Sandra Robbins, A.S., *Assistant Director of*
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Julianne McKenny, A.S., B.A., *Assistant*
Director of Admissions
Lisa Caruso, B.A., *Admissions Counselor*
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Kathleen O'Connor, B.A., *Director of*
Financial Aid
Carole Springhetti, A.S., *Assistant Director of*
Financial Aid
Janet McInnis, *Financial Aid Secretary*

Office of Student Services

Margaretta Arnold, A.S., *Director of Student*
Services
Kay Sorensen, B.F.A., *Secretary*

Health Services

Phin Cohen, M.D., *Physician*

Counseling Services

Counselor — Family Service Association of
Greater Boston

Faculty

Barbara Burns Bergeron, B.S., M.S., *Fashion Merchandising*, University of Wisconsin, University of Rhode Island

Nancy Birdwell, B.S., M.A., *Chairperson, Business-Secretarial Department*; Ithaca College, New York University

Rose L. Blake, B.A., M.A., Ph.D., *Communication*, Regis College, St. Louis University, Ohio University

Patricia Brown, B.S. M.S., *Business-Secretarial*, Salem State College, Suffolk University

Carol Cohen, B.A., *Travel and Tourism Administration*, State University of New York

Leslie S. Cohen, B.S., M.T. (ASCP), CMA (AAMA), *Director, Medical Assistant Program*, Simmons College

Cynthia G. Collins, B.S., *Fashion Merchandising*, Northeastern University

Barbara R. Gearing, B.S.S., M.A.Ed., *Director, Child Development Program*, Regis College, Tufts University

Nancy Greenberg, B.S., *Director, Travel and Tourism Program*, Wilkes College.

William Hamister, B.A., M.A., *Calligraphy*, S.U.N.Y. (Buffalo), Fordham University

Dorothy J. Hird, B.A., M.Ed., *Business-Secretarial*, Rivier College

Norman L. Kellett, B.A., B.D., M.S.T., M.A., Ph.D., *History, Philosophy*, Tufts University, Episcopal Theological School, Brandeis University

Madeleine L. McAuliffe, B.S., M.Ed., CMA (AAMA), *Business-Secretarial*, Salem State College, Suffolk University

Robert McKean, B.A., M.A., *English*, Pennsylvania State University, University of Chicago

Brenda Miccio, B.S., M.Ed., *Computer Science/Word Processing*, Salem State College, Boston University

Ellinor E. Pedersen, B.S., M.L.S., *Librarian*, Boston University, Simmons College

Charles C. Perkins, B.S., J.D., *Chairperson, Liberal Arts Department*, University of Wisconsin, Suffolk University

Jo Ann Poe, B.A., M.A., *Business-Secretarial*, Arizona State University

Kathleen Pollakowski, B.A., M.A., Ph.D., *Spanish*, Universidad Interamericana, New York University, University of Washington

Ruth E. Shore, B.S., M.A., *English*, Boston University

Paula Tirrell, B.S.Ed., M.A., *English*, Boston State College, Boston College

Anne Valley, B.A., M.A., *Chairperson, Fashion Merchandising*, Regis College, Suffolk University

Suzanne R. Varisco, A.B., M.A.T., *English*, Indiana University, Boston College

Dean F. Walton, B.S., M.A., Ph.D., *English*, University of Delaware, Northeastern University

Myrna E. Ysaguirre, B.Ed., Ed.M., *Business-Secretarial*, Catholic Teachers College, Boston University

Academic Calendar

1983

Monday, September 5
Tuesday, September 6
Tuesday, September 6
Wednesday, September 7
Thursday, September 8
Friday, September 16

Monday, October 10
Friday, October 21
Friday, November 11
Wednesday, November 23
Sunday, November 27
Monday, December 19
Thursday, December 22

1984

Monday, January 9
Tuesday, January 10
Wednesday, January 18

Monday, February 20
Friday, February 24
Friday, February 24
Sunday, March 4
Monday, April 16
Thursday, April 26
Tuesday, May 2
Saturday, May 5

Freshman Students Arrive
Freshman Orientation Begins
Senior Dormitory Students Arrive
Registration for All Students
Classes Begin
Drop and Add Period Ends and
Registration Closes
Columbus Day (No Classes)
First Quarter Closes
Veterans' Day (No Classes)
Thanksgiving Recess Begins (4:15 P.M.)
Thanksgiving Recess Closes (Midnight)
First Semester Examinations Begin
Second Quarter Closes and Christmas
Recess Begins after Last Examination
Ends

Course Registration
Classes Begin
Drop and Add Period Ends and
Registration Closes
Washington's Birthday (No Classes)
Third Quarter Closes
Spring Recess Begins (4:15 P.M.)
Spring Recess Closes (Midnight)
Patriots' Day (No Classes)
Second Semester Examinations Begin
Fourth Quarter Closes
Graduation

FISHER JUNIOR COLLEGE

DIVISION OF CONTINUING EDUCATION

History

The Division of Continuing Education of Fisher Junior College was established in January, 1975. In recognition of the rapidly developing and changing needs of business, an Associate in Science Degree Program in Business Management was designed to help men and women improve their occupational skills and prepare for positions of increased responsibility and stature.

Since 1975 the College has expanded to thirty-three different locations in Massachusetts. In addition to the Associate in Science Degree Program in Business Management, the Continuing Education Division has expanded its curriculum and now offers Certificate Programs in Business Secretarial Science and Medical Assisting.

Fisher Junior College is committed to meeting the needs of society by offering relevant programs of study that will lead to rewarding and satisfying careers. In the years to come, curriculum additions will continue to reflect this commitment.

The Programs

The Evening Program at Fisher Junior College provides an opportunity for qualified persons to receive an Associate in Science Degree in Business Management from a regionally accredited two-year college within two years. This is done through class attendance two nights a week. A student may attend half-time. One year certificate programs in Business Secretarial Science and Medical Assisting, are also offered at some of the Fisher Junior

College Campuses. Consult your local Director for information regarding certificate programs offered at the campus of your choice. Courses in the certificate program are transferable into the Associate in Science Degree Program in Business Management.

Who May Take These Courses

Most courses - some courses have pre-requisites - are open to all students — to those desiring a degree, to those who wish to take only one course, to those who need additional skills and knowledge in a certain area, and to those who want self improvement.

Entrance Requirements

Any student may apply for and pursue a degree or certificate program. A high school diploma or equivalency certificate (GED) must be held prior to the awarding of a degree. The College will assist students in scheduling GED examinations.

Transfer Credit

Credits carrying a grade of C – or higher earned at other institutions of higher education may be credited toward the Fisher certificate and degree. Candidates must furnish the Director of the Program with official transcripts of previous college level study for evaluation. A maximum of 30 credits can be transferred toward the Associate in Science degree. Results of the Advanced Placement Tests, College Level Examination Program (CLEP), and the ACE Manual may be accepted for credit.

Degree and Certificate Requirements

- 1. A student must earn 60 credits for a degree and 30 credits for a certificate.
- 2. A student must attain a minimum cumulative quality point average of 1.90 to earn a degree and 1.80 to earn a certificate.

- 3. A student must earn at least 50 percent of the total semester-hour credits required for either the degree or certificate at Fisher Junior College.

Time of Courses

New courses commence bi-monthly. Courses meet either Monday and Wednesday or Tuesday and Thursday. All courses are held in eight-week terms.

Financial Assistance

Financial assistance is available for eligible students. All students are urged to inquire at the Office of the Director about the possibility of aid in the form of:
Pell Grants or Basic Educational Opportunity Grants (BEOG)
Fisher Junior College Trustee Scholarships
Guaranteed Student Loans
Massachusetts State Scholarships
Veterans Administration Educational Benefits

Eligibility For Veterans Benefits

Eligible veterans may qualify for full-time or part-time benefits. Our campus personnel can explain your eligibility and benefits.

PROGRAM DESCRIPTIONS

ASSOCIATE IN SCIENCE DEGREE IN BUSINESS MANAGEMENT

Earn Your College Degree in 20 Months — Two Nights a Week

The Business Management Program carries promise for excellent employment opportunities.

Occupational forecasts are optimistic in predicting a steady demand for middle management positions in a diversified spectrum of firms.

Sixty semester hours are needed for the degree.

Fifteen courses are required, five are electives. The required areas of study include courses in Accounting, Economics, English, Business Law, Business Mathematics, Management, Marketing, and Social Sciences.

Elective courses may be chosen from a wide range of disciplines depending on the student's individual interests.

A Certificate Program in Business Secretarial Science

The Certificate Program

By attending classes two nights a week, the student may complete the certificate program in a little less than one year.

Instruction is given in Typewriting, Stenoscrypt, Shorthand, Fundamentals of English, Business Mathematics and Accounting. Thirty semester hours of credit are required for the certificate. Eight courses are required, two are electives.

Levels of Competency

At the end of the certificate program, the student is expected to have reached a level of competency that will make employment available and open doors to interesting and rewarding futures. On the average, students completing the program should have a typing speed of 45-55 words per minute and a shorthand speed of 90-110 words per minute, with minimal error.

CREDIT FOR LIFE EXPERIENCE

A Program for Experienced Adults Leading to the Degree of Associate in Science in Business Management

Receive College Credit for What You Know — What You Can Do

What Is The Program Like?

This program has three goals:

1. To allow you, through passing proficiency examinations, to earn college credit for skills and knowledge you already possess.
2. To develop skills and insights in office management and business to enhance your career development.
3. To accelerate the earning of an associate degree. By attending Fisher full time and passing proficiency examinations, you can do this in about one year.

In addition, you will receive such benefits as the increased prestige of going to college, the opportunity to make new friends who, like you, wish to better themselves and the satisfaction of doing something meaningful with your spare time.

Who May Take Examinations?

A minimum of two years full-time working experience or its equivalent must be substantiated

to insure eligibility if you wish to take proficiency examinations.

Proficiency examinations can be taken in Shorthand, Dictation and Transcription, Typing, Business Mathematics, Accounting, and English.

NOTE: At least 30 semester hours of credit must be earned in course work at Fisher. The remaining credits may be obtained by examination or by transfer.

A Certificate Program in Medical Assisting

The Certificate Program

By attending classes two nights a week, the student may complete the certificate program in less than one year.

Levels of Competency

At the end of the certificate program, the graduate should be able to perform the duties required of a medical assistant in the typical medical office.

The Program

Thirty semester hours of credit are required for the certificate.

The subject areas include: Medical Terminology, Medical Office Procedures, Clinical Biology, English, Accounting, Typing, Anatomy and Physiology, Psychology, and Law & Ethics of Health Care.

WEEKEND COLLEGE

EARN YOUR COLLEGE DEGREE IN TWO YEARS

The Programs

The Weekend Program at Fisher Junior College provides an opportunity for qualified persons to receive an Associate in Science Degree in Business Management from a regionally accredited two-year college within two years. This is done through class attendance every third weekend. A student may attend half-time. A one-year certificate program in Business-Secretarial Science is also available. Course requirements are similar to those in evening division.

Who May Take These Courses?

Most courses - some courses have pre-requisites - are open to all students — to those desiring a degree, to those who wish to take only one course, to those who need additional skills and knowledge in a certain area, and to those who want self improvement.

Entrance Requirements

Any student may apply for and pursue a degree or certificate program. A high school diploma or equivalency certificate (GED) must be held prior to the awarding of a degree. The College will assist students in scheduling GED examinations.

When are Courses Offered?

Courses meet every third weekend.

- | | |
|-------------|-----------------------|
| A. Friday | 5:30 p.m.-10:20 p.m. |
| Saturday | 4:00 p.m.- 5:50 p.m. |
| B. Saturday | 8:30 a.m.-12:00 p.m. |
| Sunday | 12:40 p.m.- 3:50 p.m. |
| C. Saturday | 12:40 p.m.- 3:50 p.m. |
| Sunday | 8:30 a.m.-12:00 p.m. |

NOTE: With this schedule a student can take courses:

1. Friday and Saturday = 3 credit hours
2. Saturday and Sunday = 3 or 6 credit hours
3. Friday, Saturday and Sunday = 9 credit hours

The Trimester System

Students attend classes for three terms each year, from September through December, January through April, and May through August.

Students may earn approximately nine credits a trimester and 27 credits a year for course work. Over a 2 year period, a student may earn an additional six credits, for a total of sixty credits to graduate, by taking courses in the Fisher Junior College Evening Division.

Fisher Junior College — Continuing Education Locations

AGAWAM Campus
Sacred Heart Parish Center
1103 Springfield Street
Feeding Hills, MA 01030
Telephone: 786-0023

ATHOL Extension
Athol High School
2363 Main Street
Athol, MA 01331
Telephone: 249-2214

ATTEBORO Campus
Bishop Feehan High School
70 Holcott Drive
Attleboro, MA 02703
Telephone: 222-6040

BLACKSTONE Extension
St. Theresa's Parish Center
630 Rathbun Street
Blackstone, MA 01504
Telephone: 883-3388

BOSTON Campus
108 Beacon Street
Boston, MA 02116
Telephone: 536-4647

BOURNE Extension
St. Margaret's Parish Center
141 Main Street
Buzards Bay, MA 02532
Telephone: 759-3329

CAMBRIDGE Extension
Matignon High School
1 Matignon Road
Cambridge, MA 02140
Telephone: 492-0164

CLINTON Extension
Clinton High School
80 Church Street
Clinton, MA 01510
Telephone: 365-4981

DUXBURY Campus
Duxbury Intermediate School
St. George Street
Duxbury, MA 02332
Telephone: 585-2184

EAST BOSTON Extension
East Boston Central Catholic School
69 London Street
East Boston, MA 02128
Telephone: 569-8436

EASTHAMPTON Extension
Immaculate Conception School
11 Clifford Street
Easthampton, MA 01027
Telephone: 527-2280

EVERETT Campus
Pope John XXIII High School
888 Broadway
Everett, MA 02149
Telephone: 387-3119

FALL RIVER Campus
Bishop Connolly High School
373 Elsbree Street
Fall River, MA 02720
Telephone: 675-0171

FITCHBURG Campus
Holy Family High School
396 South Street
Fitchburg, MA 01420
Telephone: 342-8919

HYANNIS Campus
Capetown Plaza Shopping Center
Route 132
Hyannis, MA 02601
Telephone: 771-6610

MAYNARD Extension
Maynard High School
Great Road
Maynard, MA 01754
Telephone: 897-2680

NEW BEDFORD Campus
Bishop Stang High School
500 Slocum Road
North Dartmouth, MA 02747
Telephone: 996-3725

NORTHBRIDGE Extension
Northbridge High School
171 Linwood Avenue
Northbridge, MA 01588
Telephone: 234-3443

PEABODY Extension
St. John the Baptist School
19 Chestnut Street
Peabody, MA 01960
Telephone: 532-1227

REVERE Extension
Immaculate Conception School
127 Winthrop Avenue
Revere, MA 02151
Telephone: 286-0668

ROCKLAND Extension
Rockland High School
Goddard Avenue
Rockland, MA 02370
Telephone: 878-6827

SOUTHBRIDGE Extension
Marianhill High School
20 Marcy Street
Southbridge, MA 01550
Telephone: 765-5590

TAUNTON Extension
Bristol-Plymouth Technical
High School
940 County Street
Taunton, MA 02780
Telephone: 823-8583

TOWNSEND Extension
North Middlesex High School
Main Street
Townsend, MA 01469
Telephone: 597-5304

WAKEFIELD Extension
Our Lady of Nazareth Academy
13 Jordan Avenue
Wakefield, MA 01880
Telephone: 245-0061

WALPOLE Extension
Blessed Sacrament Elementary School
808 East Street
Walpole, MA 02081
Telephone: 668-5378

WARE Extension
Ware High School
237 West Street
Ware, MA 01082
Telephone: 967-6335

WATERTOWN Extension
St. Patrick High School
26 Chestnut Street
Watertown, MA 02172
Telephone: 923-0777

WEEKEND College
108 Beacon Street
Boston, MA 02116
Telephone: 536-4647

WESTBOROUGH Extension
Westborough Junior High School
Fisher Road
Westborough, MA 01581
Telephone: 366-0929

WESTFIELD Extension
Saint Mary's High School
25 Bartlett Street
Westfield, MA 01085
Telephone: 568-4403

WINCHESTER Extension
Winchester Senior High School
80 Skillings Road
Winchester, MA 01890
Telephone: 729-9246

WORCESTER Campus
Holy Name High School
144 Granite Street
Worcester, MA 01604
Telephone: 754-5341

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Compliance Regulations

Nonprofit Status

Founded in 1903, Fisher Junior College is a non profit educational institution approved by the Board of Higher Education of the Commonwealth of Massachusetts and authorized to grant the degrees of Associate in Science and Associate in Arts.

Nondiscrimination

"Fisher Junior College does not discriminate on the basis of race, handicap, national or ethnic origin, creed, or color, in the administration of its education policies, admissions, scholarships, and loan programs and other school administered programs. It affords all students the rights, privileges, and programs generally afforded or made available to students of the school."

Any inquiries or complaints regarding this policy should be directed to the Vice President for Administration, Ms. Elizabeth V. Little, 118 Beacon Street, Boston, Massachusetts 02116.

Retention

Fisher Junior College makes every effort to assist its students in completing the degree requirements necessary to graduate. It is important that each admitted student proceeds successfully toward her graduation. Occasionally students withdraw or transfer from Fisher to another college or university. The percentage who remain is called the retention rate. Below is a table which shows the retention rate (first from Freshman to Senior and secondly from Senior to degree granted graduates). Also included is our total enrollment for these years.

<i>Retention Rate:</i>	<i>1981</i>	<i>1980</i>	<i>1979</i>	<i>1978</i>
Freshman	70%	70%	69%	70%
Senior	90%	91%	89%	89%
Total Enrollment	560	530	535	477

Family Educational Rights and Privacy Policy

Fisher Junior College complies with the Family Educational Rights and Privacy Act (known as the "Buckley Amendment"). This Act, which was passed by the Congress in 1974, protects the rights of the student in matters of access to and release of information contained in the student's records. Questions regarding this policy should be addressed to the Registrar.

Fact Summary

Classification:

Two-Year Independent Junior College
(Founded in 1903)

Accreditation:

New England Association of
Schools and Colleges
American Association of Medical
Assistants of the American
Medical Association (AMA)

Class Size:

20 to 1 Student/Faculty Ratio

Placement:

Free Placement Service at Anytime
to Students and Graduates.
98% effective during the last six
years.

FISHER JUNIOR COLLEGE

118 Beacon Street
Boston, MA 02116
(617) 262-3240

APPLICATION FOR ADMISSION

For September 19____

NO APPLICATION FEE REQUIRED

I hereby apply for enrollment in Fisher Junior College, in accordance with the information given on this application form and the regulations in the Fisher catalog. (Fisher Junior College does not require an application fee. The college hopes that you will use that money for a campus visit.)

(Please print or type)

Applicant's name _____
First Middle Last

(Name you prefer to be called: _____ Social Security # _____ - _____ - _____)

Street Address: _____ Telephone (Area code + Number) _____ + _____

City: _____ State: _____ Zip Code: _____

Date of birth: _____ Citizenship: ☐ U.S. ☐ Other (Specify) _____

☐ Mr. & Mrs. Country of Birth _____

☐ Mr.

Parent's or guardian's name ☐ Mrs. _____
First Middle Last

Address: ☐ Same as above ☐ Other Street: _____

City: _____ State: _____ Zip Code: _____

Father's Occupation: _____ Mother's Occupation: _____

High School(s) Attended: _____ Dates of Attendance _____

(School)

(Street)

(City)

(State)

(Zip)

Dates of Attendance _____

(School)

(Street)

(City)

(State)

(Zip)

Please complete reverse side.

Year of graduation from high school _____

Name of High School Guidance Counselor (if known) _____

Please have your Guidance Counselor forward your transcript to Fisher as soon as possible.

College(s) Attended:

(College)

(City)

(State)

(Dates of Attendance)

Please have transcript from college(s) attended sent to Fisher.

CHECK PROGRAM DESIRED

DEGREE PROGRAMS:

- | | |
|--|---|
| ☐ Accounting | ☐ Interior Design/Retailing |
| ☐ Business Administration | ☐ Executive Secretarial |
| ☐ Business Computer Programming | ☐ Legal Secretarial |
| ☐ Business Assistant | ☐ Medical Secretarial |
| ☐ Travel and Tourism Administration | ☐ Social Service/Child Development |
| ☐ Fashion Merchandising | |

- ☐ Medical Assistant
(Pediatric Option Available)
- ☐ Liberal Arts
- ☐ Undecided

CERTIFICATE PROGRAM:

- ☐ 8 Month Secretarial
(Office Information Specialist)

Do you intend to apply for financial aid? ☐ Yes ☐ No

Check Living Arrangements desired: ☐ Own Home ☐ Dormitory

How did you first hear of Fisher? _____

BRIEF STATEMENT OF TERMS

In consideration of the acceptance by Fisher Junior College of the undersigned student, we jointly and severally accept the above terms, agree to pay the charges as set forth in the college catalogue as and when due, to comply with all the rules and regulations of the College as printed in the catalogue or otherwise prescribed, and attest that the undersigned student is in good mental and physical health.

Most of the College's expenses are of a continuing nature, such as faculty salaries and building maintenance. In order to plan and maintain these services for the entire school year, it is essential that the annual income from each student be assured. We understand, for this reason, students are enrolled only on the basis of the entire school year, and the contractor for the year of education is held responsible for the charges for the entire year. The fact that school charges may be paid in two or more installments does not constitute a fractional contract.

We hereby give permission for Fisher Junior College to use, in booklets or other promotions, any school photograph in which this applicant may appear.

To verify requests for financial assistance we agree to provide a copy of personal tax returns or any other official documentation necessary.

I hereby certify that all the information stated on this application is complete and accurate.

(Student)

Date _____

(Signature of parent or guardian)

Directions to the College.

From the West (Massachusetts Turnpike — Mass Pike)

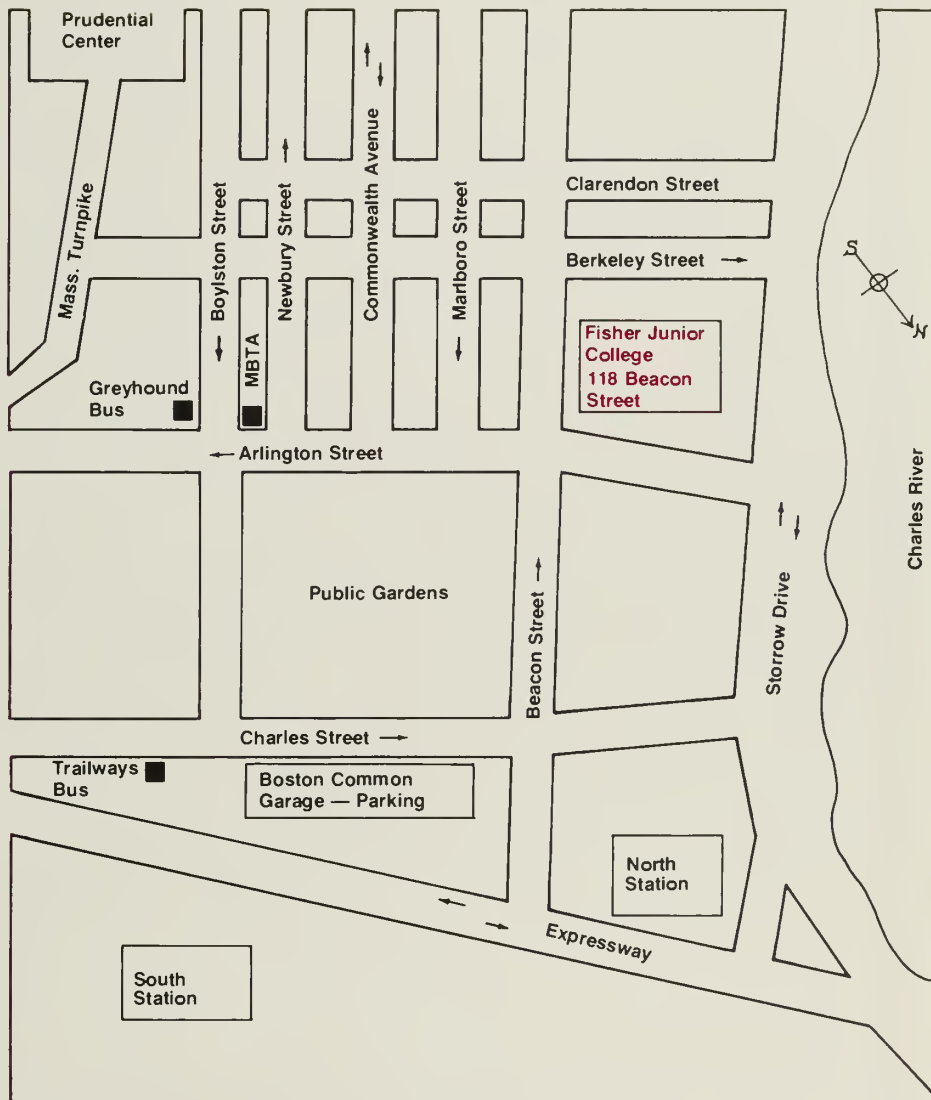
Exit 18 — Allston-Cambridge (Left lane of Mass Pike). After Toll Booth stay in right lane. Bear right at fork and follow signs Boston-Cambridge. Go to second traffic light and turn sharp right **before** bridge (Sign: Boston-Storrow Drive). From the toll booth to Storrow Drive is about ½ mile. Now follow Storrow Drive along the Charles River for 2.5 miles. You will enter an underpass with a sign Arlington-Downtown. Stay to right as you enter underpass, and exit right approximately half way through. Bear right and you come out at the corner of Arlington and Beacon Streets. Turn right at the traffic light and the Main Administration Building is ½ block on right — 118 Beacon Street.

From the North (Interstate 93, Interstate 95, Route 1)

You will approach Boston on a series of ramps. At the end of these ramps is a sign for Storrow Drive-North Station. Turn right — go for 2/10 of a mile and bear left following the Storrow Drive-Back Bay signs. Stay in the middle lane of Storrow Drive, go **past** the Cambridge-Government Center exit and then get in the left lane. Exit left from Storrow Drive at Copley Square-Park Square sign. Go ½ block and turn right on Beacon Street at the traffic light. The Main Administration Building is ½ block on right — 118 Beacon Street.

From the South (Route 95 to 128 to South Rt. 3 North which becomes the Southeast Expressway or John F. Fitzgerald Expressway)

Go past South Station, Callahan Tunnel, and Causeway Street Exits. Exit at Storrow Drive and stay in the left lane of the exit ramp. About ½ mile bear left following the Storrow Drive-Back Bay sign. Stay in the middle lane of Storrow Drive, go **past** the Cambridge-Government Center Exit and then get in the left lane. Exit from Storrow Drive left at Copley Square-Park Square sign. Go ½ block and turn right on Beacon Street at traffic light. The Main Administration Building is ½ block on the right — 118 Beacon Street.



**Fisher Junior College
Bulletin**

(USPS 199-160)
118 Beacon Street
Boston, Massachusetts 02116
(617) 262-3240

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Massachusetts